

**DECISION DOCUMENTATION FOR ORDERS
FAR 16.505(b)(7) – Orders Under Multiple Award Contracts**

Hanscom Force Protection FMS (Saudi Arabia)

RATIONALE FOR PLACING THE ORDER

The RFP number is ID01160073. Per the approved acquisition plan, this requirement was conducted in accordance with the procedures in FAR 16 under the OASIS multiple award indefinite delivery indefinite quantity contract (IDIQ), Unrestricted Pool 1. Therefore, under the fair opportunity procedures in FAR 16.5, all 45 vendors in unrestricted Pool 1 were allowed to submit a proposal. The contract type is firm fixed price for labor and cost reimbursable for travel and ancillary support.

The scope of this effort is to provide Electronic Security Systems Manager (ESSM) personnel to monitor Paveway IV munitions, Stand-Off Weapons (SOW) and F-15SA Critical Controlled Assets (CCA) at designated Royal Saudi Air Force (RSAF) locations within the Kingdom of Saudi Arabia (KSA) and at Eskan Village, Riyadh - a total of six (6) sites. This is a Foreign Military Sales (FMS) order, Letter of Acceptance (LOA) SR-D-GAI applies.

Price of the Order

The price of the Order is \$1,738,451.63 for the base year period of performance and if all four one-year option periods are exercised, the price is as follows:

Base	\$1,738,451.63
Option1	\$2,407,990.00
Option2	\$2,435,914.22
Option3	\$2,732,699.59
Option4	\$2,968,660.01
Total	\$12,283,715.45

Two proposals were received in response to the solicitation: (b)(4) for a total of (b)(4) and SRC for a total of \$12,283,715.45 or a (b)(4) between the two proposals. The IGCE for this requirement was (b)(4) FAR 15.404-1(b)(2)(i) states that normally, adequate price competition establishes a fair and reasonable price. However, based on the differences between the IGCE and the two proposals, it was not clear if the proposed price was fair and reasonable. The CO sought an explanation for the large disparity between the IGCE and the proposals to determine if the offerors had a clear understanding of the PWS, if the solicitation was

lacking or if the IGCE was invalid (Attachment 1). The Cost Analyst who created the IGCE advised that because the IGCE was created with the intent to obtain funds from a foreign government (Saudi Arabia) his assumptions for all cost elements are based on a "worst case scenario" and/or conservative price points. It takes months to receive an LOA from a foreign country, therefore the cost analyst mitigated the risk of not obtaining sufficient funds in the initial LOA by pricing the worst case scenario. To wit, the IA between GSA and the client was signed on 7/31/15. The acquisition plan was approved on 12/22/15 and anticipated an award date of 2/2/16, pending receipt of funds via the LOA which were thought to be forthcoming at that time. The acquisition plan stated that "The Kingdom of Sauda Arabia (KSA) is currently finalizing the Letter of Offer and Acceptance." In fact, the LOA was not received until 4/4/16.

For example, with regard to housing, the IGCE assumption was for a certain secure location close to the place of performance at a significant cost whereas the proposed housing was a distance away at a significantly lower rate. The IGCE also took into account the "then required amount of ESSM personnel" because the ESSM numbers have varied due to site construction schedules and site certification dates. The labor rates were based on the current contract, those rates are significantly higher than the rates proposed. The IGCE differs significantly from the proposals in that the IGCE included four (4) stateside FTEs as well as additional FTEs in Saudi Arabia (varies per option). The difference in number of personnel drives the major delta in cost between the IGCE and the proposals; this directly affects both labor and ancillary costs. (The 4 CONUS personnel total (b)(4) each year.) Accordingly, based on the assumptions in the IGCE and the philosophy to account for worst case/high prices, the IGCE was deemed unrealistically high as a means of valid comparison for this requirement. (See Attch 2, Tab "IGCE")

(b)(6) provided a copy of the current contract under Par Government's Eagle X 3 IDIQ W911QY-13-D-0100 to the CO on September 6, 2016. Comparison to Historical prices paid similar work is a sound basis to determine fair and reasonable pricing. The total of this task order is (b)(4) for a seven month period of performance and the order was increased to (b)(4) to extend to a total of twelve months. The proposed prices for the base year, a twelve month period are (b)(4) (SRC) and (b)(4). (b)(4) current contract labor cost is (b)(4) for seven months (not including (b)(4) whereas SRC is proposing (b)(4) for twelve months and (b)(4) is proposing (b)(4) (but (b)(4) adding Hardship and COLA) for twelve months. With regard to labor rates, under Par Government's current task order, (b)(4) hours for seven months at a rate of (b)(4) and (b)(4) has (b)(4) hours at (b)(4) whereas SRCs labor rate is (b)(4) and (b)(4) labor rate ranges between (b)(4) and (b)(4) The major difference in price between (b)(4) and SRC is attributed to labor costs

creating a difference of (b)(4). Based on the analysis, SRCs price is deemed fair and reasonable. (Attachment 2)

Basis for Award

Milestones

SOLICITATION Released: June 24, 2016
Amendment 01 Issued: July 19, 2016
Amendment 02 Issued: August 1, 2016
Amendment 03: August 4, 2016
Proposals Received: August 11, 2016 (allowed 48 days)
Kickoff Technical/Fair Opportunity: August 12, 2015
Received Technical/Fair Opportunity: August 30, 2016
CO request Technical Analysis of Cost: September 1, 2016
Technical Analysis of Cost Received: September 13, 2016
CMRP: September 22, 2016

The solicitation states that following receipt of responses to this task order request, the government will perform a comparative analysis (comparing contractor responses to one another) to select the contractor that is best suited to fulfill the requirements, based on the contractor's responses to the factors outlined in the task order request and their relative importance.

Award is to made on a best value determination. The solicitation states that evaluation of the task order proposal will consider Technical factors and Price/Cost. The Technical factors are: the offeror's Technical Solution consisting of: Appropriateness of Skill Mix and Team Composition; Expertise Level of Proposed Key Personnel and Inspection system and Past Performance. In the evaluation, the non-price criteria, when combined, are approximately equal to price/cost in determining best value. The degree of importance of price could become greater depending upon the equality of the proposals. If competing proposals are determined to be essentially technically equal, price could become the controlling factor. The government will perform a price/technical trade-off analysis to select the best- suited contractor that provides the best value.

Upon receipt of proposals, (b)(6) advised that (b)(6) available to conduct a Comparative Analysis due to loss of personnel, TDYs and conflicting workloads. As the Program Manager for the Saudi Arabia ESSM effort, he is intimately familiar with the requirement. He also assisted in updating the requirement package for the procurement. FAR 15.303 states that the Source Selection Authority shall establish an evaluation team, tailored for the particular acquisition, that includes appropriate contracting, legal, logistics, technical, and other expertise to ensure a comprehensive evaluation of offers. As the SSA, the CO agreed that having (b)(6) evaluate the technical proposals would be a comprehensive evaluation of the two offers and that the CO would read the technical proposals and supplement the

documentation if required. However, ultimately, (b)(6) submitted a Comparative Analysis of the non-price factors dated August 30, 2016 concurred by (b)(6) (Acquisitions Program Management Support) and (b)(6) (team lead and the Stand Of Weapons PM) (Attachment 3). These individuals also read the proposals and either contributed to and/or concurred with the recommendation. A summary of the comparative analysis for each factor follows.

With regard to Factor One, Technical Solution, the comparative analysis states in summary that (b)(4)

SRC's proposal displayed a better understanding of these network aspects and generally provided a more in depth explanation of their proposed approach."

With regard to Factor Two, Appropriateness of Skill Mix and Team Composition, the comparative analysis states in summary that (b)(3)

SRC's skill mix proposal meets the requirements as stated in the PWS due to the inclusion of network training prior to and during the contract."

With regard to Factor Three, Expertise Level of ESSM and Key Personnel Proposed, the comparative analysis stated in summary that (b)(3) while SRC's proposal does meet the expertise requirements due to the inclusion of their proposed training plan. SRC's proposal provides the lower risk option and ensures the qualification of future ESSMs due to the implementation Original Equipment Manufacturer (OEM) training and SRC's internal training plan.

With regard to Factor Four, Inspection System, the comparative analysis states in summary that "SRC's inspection system is deemed the greater benefit due to their proposed network actions. Physical component inspections are to be conducted as part of the onsite ESSM's inspections. SRC's network QA methods... achieves a lower risk of system failure given that major issues thus far have all been network related."

With regard to past performance, the comparative analysis essentially indicates that the past performance examples provided are similar in nature. Additionally, (b)(4) and team included personal knowledge and examples of performance issues under the current contract, for instance:

(b)(3)

(b)(3)

(b)(3) Since Par Gov has the contract and (b)(4) (b)(4) comments are relevant to (b)(4) making this factor equal from a comparative standpoint.

Based on the comparative analysis of non-price factors only, (b)(4) stated that "SRCs proposal displayed a better understanding of the requirement and offered lower risk for inadequate performance based on their team composition and their commitment to provide immediate and continuous training to the ESSMs."

As the SSA/CO, I read the comparative analysis written by (b)(4) and note that it addresses the requirement for the ESSM to support the network aspect and/or troubleshooting network aspect under several of the Evaluation Factors: Technical Solution, Appropriateness of Skill Mix, Expertise Level of ESSM and Key Personnel and Past Performance. This is appropriate for the following three reasons:

1. Several areas of the solicitation define the importance of the network troubleshooting element of this requirement as a key requirement, to include:

"The scope of this effort is to provide Electronic Security Systems Manager (ESSM) personnel to monitor Pave way IV munitions, Stand-Off Weapons (SOW) and F-15SA Critical Controlled Assets (CCA) at designated Royal Saudi Air Force (RSAF) locations within the Kingdom of Saudi Arabia (KSA) and at Eskan Village, Riyadh. A total of six (6) sites."

"ESSM personnel are expected to perform diagnostic network and equipment troubleshooting actions, be certified on the operation of the IDS system, provide escort support for equipment and produce/provide IDS system training to Saudi personnel."

Under 3.2.2.3 Qualifications and Experience. "ESSM personnel must have the following: At least one ESSM shall be proficient in system/network troubleshooting. This will be a Key Personnel"

2. The Pave way SOP which is incorporated into the solicitation/contract states the following with regard to ESSM requirements:

"The Electronic System Security Manager (ESSM) function is critical to ensuring Pave way IV security requirements are met on a daily basis. Since the RSAF and U.S. Government (USG) will both play a role in ensuring the security of Pave way IV munitions, there will be an RSAF ESSM and a USG ESSM. ESSMs will handle overall operation of the Intrusion Detection System (IDS), carry out training, administrative and

maintenance functions, each performing its function for its respective government. As such, an ESSM will not perform the duties of the other ESSM, or be able to relieve the other ESSM of that ESSM's responsibilities. Each ESSM can conduct IDS training for RSAF Air Police personnel, who serve will as alarm operators in the Central Security Control Station (CSCS). Additionally, each ESSM has the ability to perform minor maintenance and troubleshooting on the IDS in the event of a fault or malfunction. This capability will facilitate IDS operations. Finally, each ESSM will conduct and document functional tests of the IDS on a regular basis to ensure the system is operating as designed.

5.3 United States Government Electronic Security System Manager...c. The ESSM will troubleshoot and repair faults within the system, and is also responsible for maintaining alarm log history for a minimum of one year....1) If the fault is beyond ESSM scope of repair, the ESSM will notify Communications Squadron and coordinate further troubleshooting and maintenance repair actions.

3. The current contract for this requirement is a task order under Eagle Intelligent Express 3 (Eagle X-3) IDIQ W911QY-13-D-0100 awarded to ParGov. [REDACTED]

[REDACTED] (b)(4) hence the reason that the troubleshooting requirement was added to the new requirement as a key personnel. Implicit is (b)(4) comparative analysis is the fact that [REDACTED] and new requirements and should be addressed/transparent in the technical proposals. (SRC (Scientific Research Corporation) submitted a proposal (b)(4) [REDACTED])

Therefore, as the SSA, after an independent analysis, I concur with the conclusion that SRC's technical proposal is best suited for this requirement. The Contract Specialist also read and concurred with (b)(4) comparative analysis and the conclusion that SRC is best suited for the requirement from a technical perspective.

Rationale for Any Tradeoffs Among Cost/Price and Non-Cost Considerations

		SRC
Base	(b)(4)	\$1,738,451.63
Option 1		\$2,407,990.00
Option 2		\$2,435,914.22
Option 3		\$2,732,699.59
Option 4		\$2,968,660.01

Totals	(b)(4)	\$12,283,715.45
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Price Proposals were provided to (b)(6) on September 1, 2016 for a best value recommendation while the CO concurrently reviewed the price proposals. As shown in the chart above, (b)(4) total price is (b)(4) than SRCs total price or approximately (b)(4) requiring a tradeoff analysis to determine the best value. However, upon reading the price proposal assumptions, it was discovered that (b)(4) price proposal included (b)(4)

(b)(4) The price proposal states that (b)(4) However, the solicitation states in Section 1.4, Type of Contract, that the government anticipates awarding a 12 month base period with four one year option periods with an anticipated start date of approximately 12 October 2016. The RFQ was released on June 24 with a proposal due date of July 26. Although the proposals were ultimately due on August 9 due to the many questions/Amendments – it was clear that (b)(4) transition period would not be provided. It is commonly held in GAO decisions that “a proposal that takes exception to a solicitation’s material terms and conditions should be considered unacceptable and may not form the basis for an award. CHE Consulting, Inc., B-406639, June 28, 2012, 2012 CPD ¶ 190 at 2-3; Solers, Inc., B-404032.3, B-404032.4, Apr. 6, 2011, 2011 CPD ¶ 83 at 3-7; CAMS Inc., B-292546, Oct. 14, 2003, 2003 CPD ¶ 191 at 2. Material terms of a solicitation are those which affect the price, quantity, quality, or delivery of the goods or services being provided.” Additionally, (b)(4) includes an assumption that the government will

(b)(3)

Conversely, SRC’s proposal states that (b)(3)

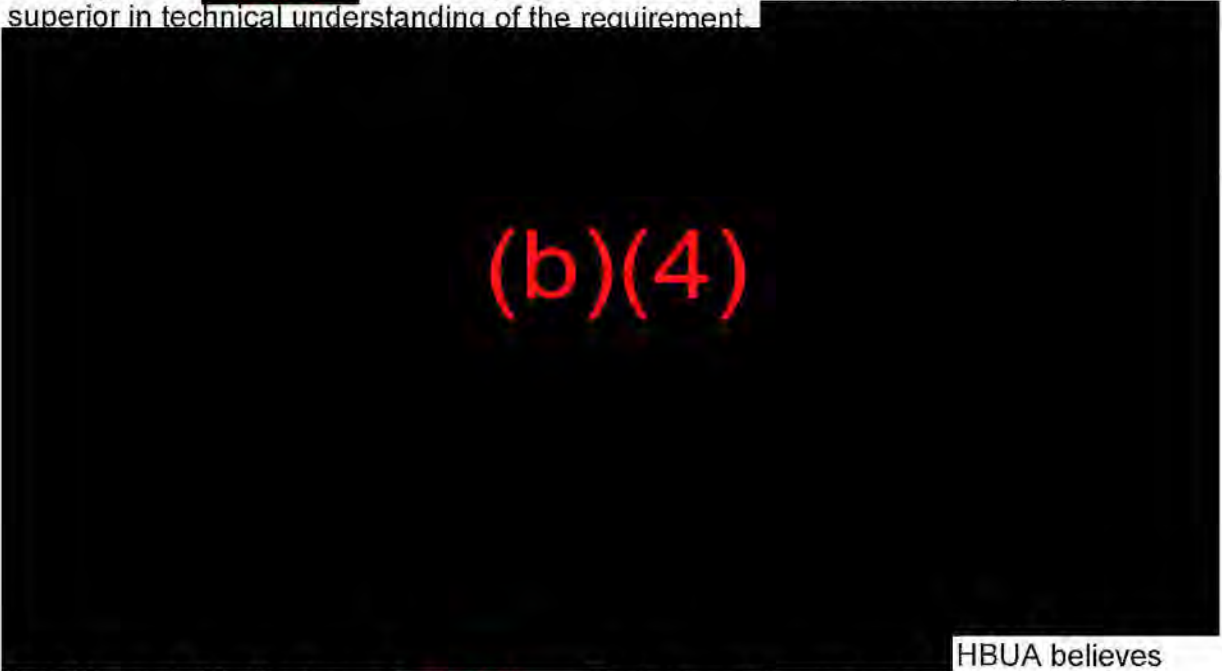
(b)(3)

Even if (b)(4) technical proposal was (b)(4) than SRC’s and even if the team deemed (b)(4) proposed price fair and reasonable, the government would have had to enter into exchanges (b)(4) to address incorrect assumptions which would likely have caused (b)(4) to increase their pricing. The solicitation stated that the government anticipates selecting the best suited contractor from initial responses, without engaging in exchanges with contractors. Contractors are strongly encouraged to submit their best technical solutions and price in response to this task order request.

Even though (b)(4) price proposal included assumptions, (b)(6) and his team conducted a best value tradeoff evaluation and deemed that it is in the government’s best to award to SRC. It should be noted that currently Par Government is

performing this requirement with (b)(4) providing ESSMs. SRC is proposing to perform this requirement as Team SRC. (b)(4)
A summary of the tradeoff analysis follows.

Although both (b)(4) and SRC propose to use current ESSMs, SRCs proposal is superior in technical understanding of the requirement.



(b)(4)

HBUA believes that it is cost affective to pay (b)(4) for better skill sets and a lower risk of turn over (better skill sets being the training that SRC proposed). Therefore we recommend the award of this solicitation to SRC." (Attachment 4)

As stated herein, the SSA/CO conducted independent analyses of the proposals, the costs, the technical and tradeoff reports and concurred with (b)(6) recommendation to award to SRC. SRC is the best suited contractor for this requirement and the best value under the tradeoff analysis. Also, as per the solicitation, responses were evaluated in terms of quality, depth and relevance of information presented in response to the task order request. SRC provided the greatest overall benefit and will receive the task order under their OASIS IDIQ.

(b)(6) stated during evaluation that HBUA would like assurance that SRC will be contractually bound by the training proposed in the technical proposal. On September 8 and 9, the CO participated in email exchanges with SRC for that specific contract term and a few other clarifications (ECF Tab 10). The parties agreed that the training will be a term in the contract (Section 2.1.6 of Volume 1) and SRC also confirmed a start date of between 10 and 12 October 2016.

Based on the foregoing award will be made to SRC.

Version 1 4.27.15

(b)(6)

Kimberly Yates
Contracting Officer Date: _____

>\$650,000.00 - Reviewed one level above the Contracting Officer

(b)(6)

ORDER FOR SUPPLIES AND SERVICES				IMPORTANT: See instructions in GSAR 553.370-300-1 for distribution		PAGE 1 OF 1 PAGE(S)	
1. DATE OF ORDER 09/27/2016		2. ORDER NUMBER GSQ0116BK0284		3. CONTRACT NUMBER GS00Q14OADU131		4. ACT NUMBER (b)(6)	
FOR GOVERNMENT USE ONLY	5. ACCOUNTING CLASSIFICATION				6. FINANCE DIVISION		
	FUND 285F	ORG CODE Q01FA000	B/A CODE AA20	O/C CODE 25	AC	SS	VENDOR NAME
	FUNC CODE AF151	C/E CODE H08	PROJ./PROS. NO.	CC-A	MDL	FI	G/L DEBT
	W/ITEM	CC-B	PRT./CRFT	AI	LC	DISCOUNT	
7. TO: CONTRACTOR (Name, address and zip code) (b)(6) SCIENTIFIC RESEARCH CORPORATION 2300 WINDY RGE PWY STE 400S ATLANTA, GA 30339-8431 United States (b)(6)				8. TYPE OF ORDER B. DELIVERY		REFERENCE YOUR	
				Please furnish the following on the terms specified on both sides of the order and the attached sheets, if any, including delivery as indicated.			
				This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above numbered contract.			
				C. MODIFICATION NO. 000 TYPE OF MODIFICATION:		AUTHORITY FOR ISSUING	
9A. EMPLOYER'S IDENTIFICATION NUMBER 760255801		9B. CHECK, IF APPROP WITHHOLD 20%		Except as provided herein, all terms and conditions of the original order, as heretofore modified, remain unchanged.			
10A. CLASSIFICATION Manufacturer of Goods				10B. TYPE OF BUSINESS ORGANIZATION C. Corporation			
11. ISSUING OFFICE (Address, zip code, and telephone no.) GSA Region 01 Kimberly KG Yates 10 CAUSEWAY ST BOSTON, MA 02222-1048 United States (617) 565-6013		12. REMITTANCE ADDRESS (MANDATORY) SCIENTIFIC RESEARCH CORPORATION 2300 WINDY RGE PWY STE 400S ATLANTA, GA 30339-8431 United States		13. SHIP TO (Consignee address, zip code and telephone no.) (b)(6) 5 Eglin St Building 1624 Hanscom AFB, MA 01731 United States (b)(6)			
14. PLACE OF INSPECTION AND ACCEPTANCE (b)(6) 5 Eglin St Building 1624 Hanscom AFB, MA 01731				15. REQUISITION OFFICE (Name, symbol and telephone no.) Kyla J McKinstry GSA Region 01 10 CAUSEWAY ST			

United States		BOSTON, MA 02222-1048 United States 617-565-7630			
16. F.O.B. POINT Destination	17. GOVERNMENT B/L NO.	18. DELIVERY F.O.B. POINT ON OR BEFORE 10/09/2017	19. PAYMENT/DISCOUNT TERMS NET 30 DAYS / 0.00 % 0 DAYS / 0.00 % 0 DAYS		
<p align="center">20. SCHEDULE</p> <p>The Base Year is hereby awarded with a Period Of Performance From 10/10/2016 through 10/9/2017 to provide Electronic Security Systems Manager (ESSM) personnel to monitor Paveway IV munitions, Stand-Off Weapons (SOW) and F-15SA Critical Controlled Assets (CCA) at designated Royal Saudi Air Force (RSAF) locations within the Kingdom of Saudi Arabia (KSA) and at Eskan Village, Riyadh - a total of six (6) sites. The following documents are incorporated into this task order. TASK ORDER (TO) No. ID01150103 Conformed/Revised through Amendment 03/8.4.16 PWS, Terms, Conditions, Clauses Attach 1 GSQ0116BK0284 Contract Prices Attach 2 GSQ0116BK0284 Paveway IV SOP -- 10 Nov 14 GSQ0116BK0284 DI-SESS-81523B GSQ0116BK0284 DI-MGMT-80227 Attach 3 GSQ0116BK0284 F-15SA CCA SOP - DTSA Approved 20160520_Final</p>					
ITEM NO.	SUPPLIES OR SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)
21. RECEIVING OFFICE (Name, symbol and telephone no.) Forc Protection Command and Control Program Office, (781) 377-6001				TOTAL From 300-A(s)	
22. SHIPPING POINT Specified in QUOTE		23. GROSS SHIP WT.		GRAND TOTAL	\$1,738,451.63
24. MAIL INVOICE TO: (Include zip code) General Services Administration (FUND) The contractor shall follow these Invoice Submission Instructions . The contractor shall submit invoices electronically by logging into the ASSIST portal (https://portal.fas.gsa.gov), navigating to the appropriate order, and creating the invoice for that order. For additional assistance contact the ASSIST Helpdesk at 877-472-4877. Do NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission).		25A. FOR INQUIRIES REGARDING PAYMENT CONTACT: GSA Finance Customer Support		25B. TELEPHONE NO. 816-926-7287	
		26A. NAME OF CONTRACTING/ORDERING OFFICER(Type) Kimberly KG Yates		26B. TELEPHONE NO. (617) 565-6013	
		26C. SIGNATURE Kimberly KG Yates 09/27/2016			
GENERAL SERVICES ADMINISTRATION		1. PAYING OFFICE		GSA FORM 300 (REV. 2-93)	

(b)(4)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE 1 OF 1 PAGE(S)	
2. AMENDMENT/MODIFICATION NO. ID01150103 / A A 001	3. EFFECTIVE DATE 03/06/2017	4. REQUISITION/PURCHASE REQ. NO. A20443139	5. PROJECT NO. (if applicable)	
6. ISSUED BY GSA Region 01 Kimberly KG Yates 10 CAUSEWAY ST BOSTON, MA 02222-1048 United States (617) 565-6013		7. ADMINISTERED BY (If other than Item 6) Kimberly KG Yates (617) 565-6013		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) (b)(6) SCIENTIFIC RESEARCH CORPORATION 2300 WINDY RIDGE PKWY STE 400S ATLANTA, GA 30339-8431 United States (b)(6)		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. GS00Q14OADU131 / GSQ0116BK0284 TYPE OF MODIFICATION: B. Administrative Change (No Funding or POP Date Changes)		
CODE	FACILITY CODE	10B. DATED (SEE ITEM 11) 09/27/2016 12 00 AM		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="radio"/> is extended <input type="radio"/> is not extended.				
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:				
(a) By completing items 8 and 15, and returning <u> </u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required) 285F.Q01FA000.AA20 25.AF151.H08...				
13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
<input type="checkbox"/> THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
<input checked="" type="checkbox"/> THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).				
<input type="checkbox"/> THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
<input type="checkbox"/> OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor IS NOT required to sign this document and return copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract matter where feasible.)				
ORDER MOD DATED: 03/03/2017		Proposal Dated: 03/03/2017	Order ID: ID01150103	
PERFORMANCE PERIOD FROM: 10/10/2016		PERFORMANCE PERIOD TO: 10/09/2017	Desired Delivery Date:	
ITEM NO	TASK ITEM DESCRIPTION	PREVIOUS MOD AMOUNT	MOD CHANGE AMOUNT	NEW MOD AMOUNT
	(b)(4)			
The purpose of this modification is to incorporate the attached DD254 dated 20161104 into the contract. All other versions are no longer valid.				
All other terms and conditions remain unchanged.				
***Attention Contractors: The invoice submission functionality within the system is changing to converge and normalize invoice submission across				

ASSIST. The invoice submission process detailed at the following link supersedes any instructions for interfacing with the system(s) currently in the contract. These revised instructions do not change the frequency, content, supporting documentation requirements, or any other terms and conditions for invoice submission: [Invoice Submission Instructions](#)

Upon deployment of the Central Invoice Service, the contractor shall submit invoices electronically by logging into the ASSIST portal (<https://portal.fas.gsa.gov>), navigating to the appropriate order, and creating the invoice for that order. Upon deployment of the Central Invoice Service, the contractor shall NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission).

For additional assistance contact the ASSIST Helpdesk at 877-472-4877. ***

FOR INQUIRIES REGARDING PAYMENT CONTACT:

GSA Finance Customer Support 816-926-7287

PRIOR AMOUNT		NEW AMOUNT		INCREASE/DECREASE
Cost To GSA:	\$1,738,451.63	\$1,738,451.63		\$0.00
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.				
15A. NAME AND TITLE OF SIGNER(Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kimberly KG Yates (617) 565-6013		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA Kimberly KG Yates	16C. DATE SIGNED 03/06/2017	
(Signature of person authorized to sign)		(Signature of person authorized to sign)		
NSN 7540-01-152-8070 Previous edition unusable		STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243		

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE 1 OF 1 PAGE(S)	
2. AMENDMENT/MODIFICATION NO. ID01150103 / A A 002		3. EFFECTIVE DATE 04/18/2017	4. REQUISITION/PURCHASE REQ. NO. A20443139	
6. ISSUED BY GSA Region 01 Kimberly KG Yates 10 CAUSEWAY ST BOSTON, MA 02222-1048 United States (617) 565-6013		5. PROJECT NO. (if applicable)		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) (b)(6) SCIENTIFIC RESEARCH CORPORATION 2300 WINDY RIDGE PKWY STE 400S ATLANTA, GA 30339-8431 United States (b)(6)		7. ADMINISTERED BY (If other than Item 6) Kimberly KG Yates (617) 565-6013		
		9A. AMENDMENT OF SOLICITATION NO.		
		9B. DATED (SEE ITEM 11)		
		10A. MODIFICATION OF CONTRACT/ORDER NO. GS00Q14OADU131 / GSQ0116BK0284		
		TYPE OF MODIFICATION: B. Administrative Change (No Funding or POP Date Changes)		
CODE	FACILITY CODE	10B. DATED (SEE ITEM 11) 03/06/2017 12 00 AM		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="radio"/> is extended <input type="radio"/> is not extended.				
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:				
(a) By completing items 8 and 15, and returning <u> </u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required) 285F.Q01FA000.AA20 25.AF151.H08...				
13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
<input type="checkbox"/> THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
<input checked="" type="checkbox"/> THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).				
<input type="checkbox"/> THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
<input type="checkbox"/> OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor IS NOT required to sign this document and return copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract matter where feasible.)				
ORDER MOD DATED: 04/17/2017		Proposal Dated: 04/17/2017	Order ID: ID01150103	
PERFORMANCE PERIOD FROM: 10/10/2016		PERFORMANCE PERIOD TO: 10/09/2017	Desired Delivery Date:	
ITEM NO	TASK ITEM DESCRIPTION	PREVIOUS MOD AMOUNT	MOD CHANGE AMOUNT	NEW MOD AMOUNT
(b)(6)	(b)(6)	(b)(6)	(b)(6)	(b)(6)
(b)(6)	(b)(6)	(b)(6)	(b)(6)	(b)(6)
(b)(6)	(b)(6)	(b)(6)	(b)(6)	(b)(6)
(b)(6)	(b)(6)	(b)(6)	(b)(6)	(b)(6)
(b)(6)	(b)(6)	(b)(6)	(b)(6)	(b)(6)
(b)(6)	(b)(6)	(b)(6)	(b)(6)	(b)(6)
This purpose of this modification is to incorporate the updated DD254 into the contract, signed 3/17/17 by the CO. All other versions are obsolete.				
All other terms and conditions remain unchanged.				
***Attention Contractors: The invoice submission functionality within the system is changing to converge and normalize invoice submission across				

ASSIST. The invoice submission process detailed at the following link supersedes any instructions for interfacing with the system(s) currently in the contract. These revised instructions do not change the frequency, content, supporting documentation requirements, or any other terms and conditions for invoice submission: [Invoice Submission Instructions](#)

Upon deployment of the Central Invoice Service, the contractor shall submit invoices electronically by logging into the ASSIST portal (<https://portal.fas.gsa.gov>), navigating to the appropriate order, and creating the invoice for that order. Upon deployment of the Central Invoice Service, the contractor shall NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission).

For additional assistance contact the ASSIST Helpdesk at 877-472-4877. ***

FOR INQUIRIES REGARDING PAYMENT CONTACT:

GSA Finance Customer Support 816-926-7287

PRIOR AMOUNT		NEW AMOUNT		INCREASE/DECREASE
Cost To GSA:	\$1,738,451.63	\$1,738,451.63		\$0.00
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.				
15A. NAME AND TITLE OF SIGNER(Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kimberly KG Yates (617) 565-6013		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA Kimberly KG Yates	16C. DATE SIGNED 04/18/2017	
(Signature of person authorized to sign)		(Signature of person authorized to sign)		
NSN 7540-01-152-8070 Previous edition unusable		STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243		

https://was.itss.gsa.gov/rba_modernization/xhtml/view/viewForm30Print.seam?id=5009628013&cid=22864

The purpose of this modification is to exercise option period one (1), CLINs: 1001 Services, 1002 Travel, 1003 Ancillary Support, 1004 Data NSP, and 1005 Contract Access Fee, with a period of performance October 10,2017 to October 9,2018.

All other terms and conditions remain unchanged.

***Attention Contractors: The invoice submission functionality within the system is changing to converge and normalize invoice submission across ASSIST. The invoice submission process detailed at the following link supersedes any instructions for interfacing with the system(s) currently in the contract. These revised instructions do not change the frequency, content, supporting documentation requirements, or any other terms and conditions for invoice submission: [Invoice Submission Instructions](#)

Upon deployment of the Central Invoice Service, the contractor shall submit invoices electronically by logging into the ASSIST portal (<https://portal.fas.gsa.gov>), navigating to the appropriate order, and creating the invoice for that order. Upon deployment of the Central Invoice Service, the contractor shall NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission).

For additional assistance contact the ASSIST Helpdesk at 877-472-4877. ***

FOR INQUIRIES REGARDING PAYMENT CONTACT:
GSA Finance Customer Support 816-926-7287

	PRIOR AMOUNT	NEW AMOUNT	INCREASE/DECREASE
Cost To GSA:	\$1,738,451.63	\$4,146,441.63	\$2,407,990.00

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER(Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kimberly KG Yates (617) 565-6013	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA Kimberly KG Yates	16C. DATE SIGNED 09/25/2017
(Signature of person authorized to sign)		(Signature of person authorized to sign)	
NSN 7540-01-152-8070 Previous edition unusable		STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243	

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE 1 OF 1 PAGE(S)
2. AMENDMENT/MODIFICATION NO. ID01150103 / P O 004		3. EFFECTIVE DATE 09/20/2018	4. REQUISITION/PURCHASE REQ. NO. A20443139	5. PROJECT NO. (if applicable)
6. ISSUED BY GSA Region 01 David A Feit 10 Causeway Street Boston, MA 02222 1048 United States (617) 320 6765		7. ADMINISTERED BY (If other than Item 6) David A Feit (617) 320 6765		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) (b)(6) SCIENTIFIC RESEARCH CORPORATION 2300 WINDY RIDGE PKWY STE 400S ATLANTA, GA 30339 8431 United States (b)(6)			9A. AMENDMENT OF SOLICITATION NO.	
			9B. DATED (SEE ITEM 11)	
CODE			10A. MODIFICATION OF CONTRACT/ORDER NO. GS00Q14OADU131 / GSQ0116BK0284 TYPE OF MODIFICATION: A. Amount Change	
			10B. DATED (SEE ITEM 11) 09/25/2017 12:00 AM	
FACILITY CODE				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended <input type="checkbox"/> is not extended.				
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required) 285F.Q01FA000.AA20.25.AF151.H08...				
13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
<input type="checkbox"/> THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
<input type="checkbox"/> THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).				
<input type="checkbox"/> THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
<input checked="" type="checkbox"/> OTHER (Specify type of modification and authority) FAR 52.232-22, Limitation of Funds				
E. IMPORTANT: Contractor IS NOT required to sign this document and return copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract matter where feasible.)				
ORDER MOD DATED: 09/13/2018		Quote Dated: 09/13/2018		Order ID: ID01150103
PERFORMANCE PERIOD FROM: 10/10/2016		PERFORMANCE PERIOD TO: 10/09/2018		Desired Delivery Date:
ITEM NO	TASK ITEM DESCRIPTION	PREVIOUS MOD AMOUNT	MOD CHANGE AMOUNT	NEW MOD AMOUNT

████	████████████████	██████████	████	██████████
████	████████████████	██████████	████	██████████
████	████████████████	██████████	██████████	██████████
████	████████████████	████	████	████
████	████████████████	██████████	████	██████████

The Hanscom FMS Force Protection task order, issued under OASIS, is hereby modified to add incremental funding in the amount of ██████████ for Ancillary Support (spare parts), CLIN 1003, for Option Period 1. The total funding provided to date (including this modification) is ██████████.

All other terms and conditions of the contract remain unchanged and in effect.

***Attention Contractors: The invoice submission functionality within the system is changing to converge and normalize invoice submission across ASSIST. The invoice submission process detailed at the following link supersedes any instructions for interfacing with the system(s) currently in the contract. These revised instructions do not change the frequency, content, supporting documentation requirements, or any other terms and conditions for invoice submission: [Invoice Submission Instructions](#)

Upon deployment of the Central Invoice Service, the contractor shall submit invoices electronically by logging into the ASSIST portal (<https://portal.fas.gsa.gov>), navigating to the appropriate order, and creating the invoice for that order. Upon deployment of the Central Invoice Service, the contractor shall NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission).

For additional assistance contact the ASSIST Helpdesk at 877 472 4877. ***

FOR INQUIRIES REGARDING PAYMENT CONTACT:
GSA Finance Customer Support 816 926 7287

	PRIOR AMOUNT	NEW AMOUNT	INCREASE/DECREASE
Cost To GSA:	\$4,146,441.63	\$4,275,585.90	\$129,144.27

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER(Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) David A Feit (617) 320 6765	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA David A Feit (Signature of person authorized to sign)	16C. DATE SIGNED 09/20/2018
NSN 7540 01 152 8070 Previous edition unusable		STANDARD FORM 30 (REV. 10 83) Prescribed by GSA FAR (48 CFR) 53.243	

https://was.itss.gsa.gov/rba_modernization/xhtml/view/viewForm30Print.seam?id=5009637772&cid=9295

ITEM NO	TASK ITEM DESCRIPTION	PREVIOUS MOD AMOUNT	MOD CHANGE AMOUNT	NEW MOD AMOUNT

The task order for AF ESSM Support Services in Saudi Arabia is hereby modified to exercise option period 2, with value totaling \$2,435,914.22 and period of performance of 10/10/2018 through 10/9/2019. This option period is incrementally funded (for approximately eight months) with current available funds in the amount of \$1,672,013.46. Additional programmed funds are expected to be released January 2019.

All other terms and conditions remain unchanged.

***Attention Contractors: The invoice submission functionality within the system is changing to converge and normalize invoice submission across ASSIST. The invoice submission process detailed at the following link supersedes any instructions for interfacing with the system(s) currently in the contract. These revised instructions do not change the frequency, content, supporting documentation requirements, or any other terms and conditions for invoice submission: [Invoice Submission Instructions](#)

Upon deployment of the Central Invoice Service, the contractor shall submit invoices electronically by logging into the ASSIST portal (<https://portal.fas.gsa.gov>), navigating to the appropriate order, and creating the invoice for that order. Upon deployment of the Central Invoice Service, the contractor shall NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission).

For additional assistance contact the ASSIST Helpdesk at 877-472-4877. ***

FOR INQUIRIES REGARDING PAYMENT CONTACT:

GSA Finance Customer Support 816-926-7287

	PRIOR AMOUNT	NEW AMOUNT	INCREASE/DECREASE
Cost To GSA:	\$4,275,585.90	\$5,947,599.35	\$1,672,013.45

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER(Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) David A Feit (617) 320-6765	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA David A Feit	16C. DATE SIGNED 10/04/2018
(Signature of person authorized to sign)		(Signature of person authorized to sign)	
NSN 7540-01-152-8070 Previous edition unusable		STANDARD FORM 30 (REV. 10-83) Prescr bed by GSA FAR (48 CFR) 53.243	

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		PAGE 1 OF 1 PAGE(S)		
2. AMENDMENT/MODIFICATION NO. ID01150103 / P O 006		3. EFFECTIVE DATE 02/13/2019	4. REQUISITION/PURCHASE REQ. NO. A20443139	
6. ISSUED BY GSA Region 01 David A Feit 10 Causeway Street Boston, MA 02222-1048 United States (617) 320-6765		5. PROJECT NO. (if applicable) 7. ADMINISTERED BY (If other than Item 6) David A Feit (617) 320-6765		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) (b)(6) SCIENTIFIC RESEARCH CORPORATION 2300 WINDY RIDGE PKWY STE 400S ATLANTA, GA 30339-8431 United States (b)(6)		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. GS00Q14OADU131 / GSQ0116BK0284 TYPE OF MODIFICATION: A. Amount Change		
CODE	FACILITY CODE	10B. DATED (SEE ITEM 11) 10/04/2018 12:00 AM		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="radio"/> is extended <input type="radio"/> is not extended.				
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required) 285F.Q01FA000.AA20 25.AF151.H08...				
13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
<input type="checkbox"/> THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
<input type="checkbox"/> THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).				
<input type="checkbox"/> THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
<input checked="" type="checkbox"/> OTHER (Specify type of modification and authority) Funding Realignment				
E. IMPORTANT: Contractor IS NOT required to sign this document and return copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract matter where feasible.)				
ORDER MOD DATED: 02/11/2019		Proposal Dated: 02/11/2019	Order ID: ID01150103	
PERFORMANCE PERIOD FROM: 10/10/2016		PERFORMANCE PERIOD TO: 10/09/2019	Desired Delivery Date:	
ITEM NO	TASK ITEM DESCRIPTION	PREVIOUS MOD AMOUNT	MOD CHANGE AMOUNT	NEW MOD AMOUNT
	(b)(4)			
	(b)(4)			
	(b)(4)			
	(b)(4)			
	(b)(4)			
	(b)(4)			
	(b)(4)			
	(b)(4)			
	(b)(4)			
	(b)(4)			

ITEM NO	TASK ITEM DESCRIPTION	PREVIOUS MOD AMOUNT	MOD CHANGE AMOUNT	NEW MOD AMOUNT
1004	Data Not Separately Priced (NSP)- Option Period 1	\$0.00	\$0.00	\$0.00

The AF ESSM task order is hereby modified to realign funding as follows:

* CLIN [REDACTED] funding (b)(4) is reduced by [REDACTED].
 * CLIN [REDACTED] funding [REDACTED] is reduced by [REDACTED].
 * CLIN [REDACTED] funding [REDACTED] in the amounts reduced above.

The [REDACTED]. The labor CLIN (2001) will be fully funded when GSA receives those funds from the customer.

All other terms and conditions remain unchanged and in effect.

***Attention Contractors: The invoice submission functionality within the system is changing to converge and normalize invoice submission across ASSIST. The invoice submission process detailed at the following link supersedes any instructions for interfacing with the system(s) currently in the contract. These revised instructions do not change the frequency, content, supporting documentation requirements, or any other terms and conditions for invoice submission: [Invoice Submission Instructions](#)

Upon deployment of the Central Invoice Service, the contractor shall submit invoices electronically by logging into the ASSIST portal (<https://portal.fas.gsa.gov>), navigating to the appropriate order, and creating the invoice for that order. Upon deployment of the Central Invoice Service, the contractor shall NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission).

For additional assistance contact the ASSIST Helpdesk at 877-472-4877. ***

FOR INQUIRIES REGARDING PAYMENT CONTACT:
 GSA Finance Customer Support 816-926-7287

	PRIOR AMOUNT	NEW AMOUNT	INCREASE/DECREASE
Cost To GSA:	\$5,947,599.35	\$5,848,615.35	(\$98,984.00)

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) David A Feit (617) 320-6765	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA David A Feit (Signature of person authorized to sign)	16C. DATE SIGNED 02/13/2019

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA FAR (48 CFR) 53.243

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE 1 OF 1 PAGE(S)
2. AMENDMENT/MODIFICATION NO. ID01150103 / P S 007		3. EFFECTIVE DATE 02/21/2019	4. REQUISITION/PURCHASE REQ. NO. A20443139	5. PROJECT NO. (if applicable)
6. ISSUED BY GSA Region 01 David A Feit 10 Causeway Street Boston, MA 02222-1048 United States (617) 320-6765		7. ADMINISTERED BY (If other than Item 6) David A Feit (617) 320-6765		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) (b)(6) SCIENTIFIC RESEARCH CORPORATION 2300 WINDY RIDGE PKWY STE 400S ATLANTA, GA 30339-8431 United States (b)(6)		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. GS00Q14OADU131 / GSQ0116BK0284 TYPE OF MODIFICATION: E. Amount + Admin Change		
CODE	FACILITY CODE	10B. DATED (SEE ITEM 11) 02/13/2019 12:00 AM		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="radio"/> is extended <input type="radio"/> is not extended.				
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required) 285F.Q01FA000.AA20 25.AF151.H08...				
13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
<input type="checkbox"/> THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
<input type="checkbox"/> THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).				
<input checked="" type="checkbox"/> THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-1, Alt II, Changes - Fixed Price				
<input type="checkbox"/> OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor IS required to sign this document and return copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract matter where feasible.)				
ORDER MOD DATED: 02/19/2019		Quote Dated: 02/19/2019		Order ID: ID01150103
PERFORMANCE PERIOD FROM: 10/10/2016		PERFORMANCE PERIOD TO: 10/09/2019		Desired Delivery Date:
ITEM NO	TASK ITEM DESCRIPTION	PREVIOUS MOD AMOUNT	MOD CHANGE AMOUNT	NEW MOD AMOUNT
	(b)(4)			
	(b)(4)			
	(b)(4)			
	(b)(4)			
	(b)(4)			
	(b)(4)			
	(b)(4)			
	(b)(4)			
	(b)(4)			
	(b)(4)			

ITEM NO	TASK ITEM DESCRIPTION	PREVIOUS MOD AMOUNT	MOD CHANGE AMOUNT	NEW MOD AMOUNT

The AF ESSM task order is hereby modified as follows:

Clause 252.232.7007, Limitation of Government's Obligation (APR 2014) is added
 (a) CLINs [REDACTED] are incrementally funded, [REDACTED] is available and obligated in accordance with the negotiated breakdown among these three CLINs
 (c) notification deadline(s) that have already passed, do not apply
 (j) schedule to allot funds has not yet been defined
 CLIN [REDACTED] is re-funded (incrementally) using MIPR [REDACTED]
 CLIN [REDACTED] is re-funded (incrementally) using MIPR [REDACTED]

All other terms and conditions remain unchanged and in effect.

***Attention Contractors: The invoice submission functionality within the system is changing to converge and normalize invoice submission across ASSIST. The invoice submission process detailed at the following link supersedes any instructions for interfacing with the system(s) currently in the contract. These revised instructions do not change the frequency, content, supporting documentation requirements, or any other terms and conditions for invoice submission: [Invoice Submission Instructions](#)

Upon deployment of the Central Invoice Service, the contractor shall submit invoices electronically by logging into the ASSIST portal (<https://portal.fas.gsa.gov>), navigating to the appropriate order, and creating the invoice for that order. Upon deployment of the Central Invoice Service, the contractor shall NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission).

For additional assistance contact the ASSIST Helpdesk at 877-472-4877. ***

FOR INQUIRIES REGARDING PAYMENT CONTACT:
 GSA Finance Customer Support 816-926-7287

	PRIOR AMOUNT	NEW AMOUNT	INCREASE/DECREASE
Cost To GSA:	\$5,848,615.35	\$5,966,249.53	\$117,634.18

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) (b)(6)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) David A Feit (617) 320-6765	
15B. CONTRACTOR/OFFEROR (b)(6) (Signature of person authorized to sign)	15C. DATE SIGNED 02/22/2019	16B. UNITED STATES OF AMERICA David A Feit (Signature of person authorized to sign)	16C. DATE SIGNED 02/22/2019

NSN 7540-01-152-8070
 Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
 Prescribed by GSA FAR (48 CFR) 53.243

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		PAGE 1 OF 1 PAGE(S)		
2. AMENDMENT/MODIFICATION NO. ID01150103 / P O 008		3. EFFECTIVE DATE 03/28/2019	4. REQUISITION/PURCHASE REQ. NO. A20443139	
6. ISSUED BY GSA Region 01 David A Feit 10 Causeway Street Boston, MA 02222-1048 United States (617) 320-6765		5. PROJECT NO. (if applicable) 7. ADMINISTERED BY (If other than Item 6) David A Feit (617) 320-6765		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) (b)(6) SCIENTIFIC RESEARCH CORPORATION 2300 WINDY RIDGE PKWY STE 400S ATLANTA, GA 30339-8431 United States (b)(6)		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. GS00Q14OADU131 / GSQ0116BK0284 TYPE OF MODIFICATION: A. Amount Change		
CODE	FACILITY CODE	10B. DATED (SEE ITEM 11) 02/22/2019 12:00 AM		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="radio"/> is extended <input type="radio"/> is not extended.				
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required) 285F.Q01FA000.AA20 25.AF151.H08...				
13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
<input type="checkbox"/> THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
<input type="checkbox"/> THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).				
<input type="checkbox"/> THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
<input checked="" type="checkbox"/> OTHER (Specify type of modification and authority) DFARS 252.232-7007, Limitation of Government's Obligation (Apr 2014)				
E. IMPORTANT: Contractor IS NOT required to sign this document and return copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract matter where feasible.)				
ORDER MOD DATED: 03/27/2019		Proposal Dated: 03/27/2019		
PERFORMANCE PERIOD FROM: 10/10/2016		PERFORMANCE PERIOD TO: 10/09/2019		
		Order ID: ID01150103		
		Desired Delivery Date:		
ITEM NO	TASK ITEM DESCRIPTION	PREVIOUS MOD AMOUNT	MOD CHANGE AMOUNT	NEW MOD AMOUNT
	(b)(4)			
	(b)(4)			
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	(b)(4)			
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	(b)(4)			
	(b)(4)			

ITEM NO	TASK ITEM DESCRIPTION	PREVIOUS MOD AMOUNT	MOD CHANGE AMOUNT	NEW MOD AMOUNT
	(b)(4)			

The task order for AF ESSM Support Services in Saudi Arabia is hereby modified to fully fund all CLINs in option period 2. All other terms and conditions remain unchanged and in effect.

***Attention Contractors: The invoice submission functionality within the system is changing to converge and normalize invoice submission across ASSIST. The invoice submission process detailed at the following link supersedes any instructions for interfacing with the system(s) currently in the contract. These revised instructions do not change the frequency, content, supporting documentation requirements, or any other terms and conditions for invoice submission: [Invoice Submission Instructions](#)

Upon deployment of the Central Invoice Service, the contractor shall submit invoices electronically by logging into the ASSIST portal (<https://portal.fas.gsa.gov>), navigating to the appropriate order, and creating the invoice for that order. Upon deployment of the Central Invoice Service, the contractor shall NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission).

For additional assistance contact the ASSIST Helpdesk at 877-472-4877. ***

FOR INQUIRIES REGARDING PAYMENT CONTACT:
GSA Finance Customer Support 816-926-7287

	PRIOR AMOUNT	NEW AMOUNT	INCREASE/DECREASE
Cost To GSA:	\$5,966,249.53	\$6,779,642.30	\$813,392.77

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER(Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) David A Feit (617) 320-6765	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA David A Feit (Signature of person authorized to sign)	16C. DATE SIGNED 03/28/2019

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA FAR (48 CFR) 53.243

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		PAGE 1 OF 1 PAGE(S)		
2. AMENDMENT/MODIFICATION NO. ID01150103 / P O 009		3. EFFECTIVE DATE 09/25/2019	4. REQUISITION/PURCHASE REQ. NO. A20443139	
6. ISSUED BY GSA Region 1 David A Feit 10 Causeway Street Boston, MA 02222-1048 United States (617) 320-6765		5. PROJECT NO. (if applicable) 7. ADMINISTERED BY (If other than Item 6) David A Feit (617) 320-6765		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) (B)(6) SCIENTIFIC RESEARCH CORPORATION 2300 WINDY RIDGE PKWY STE 400S ATLANTA, GA 30339-8431 United States (B)(6)		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. GS00Q14OADU131 / GSQ0116BK0284 TYPE OF MODIFICATION: E. Amount + Admin Change		
CODE	FACILITY CODE	10B. DATED (SEE ITEM 11) 03/28/2019 12:00 AM		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="radio"/> is extended <input type="radio"/> is not extended.				
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12. ACCOUNTING AND APPROPRIATION DATA (If required) 285F.Q01FA000.AA20 25.AF151.H08...				
13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
<input type="checkbox"/> THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
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<input type="checkbox"/> THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
<input checked="" type="checkbox"/> OTHER (Specify type of modification and authority) FAR 52.217-9, Option to Extend the Term of the Contract				
E. IMPORTANT: Contractor IS NOT required to sign this document and return copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract matter where feasible.)				
ORDER MOD DATED: 09/24/2019		Proposal Dated: 09/24/2019		
PERFORMANCE PERIOD FROM: 10/10/2016		PERFORMANCE PERIOD TO: 10/09/2020		
		Order ID: ID01150103		
		Desired Delivery Date:		
ITEM NO	TASK ITEM DESCRIPTION	PREVIOUS MOD AMOUNT	MOD CHANGE AMOUNT	NEW MOD AMOUNT

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AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		PAGE 1 OF 1 PAGE(S)		
2. AMENDMENT/MODIFICATION NO. ID01150103 / P O 011		3. EFFECTIVE DATE 10/31/2019	4. REQUISITION/PURCHASE REQ. NO. A20443139	
6. ISSUED BY GSA Region 1 David A Feit 10 Causeway Street Boston, MA 02222-1048 United States (617) 320-6765		5. PROJECT NO. (if applicable) 7. ADMINISTERED BY (If other than Item 6) David A Feit (617) 320-6765		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) (b)(6) SCIENTIFIC RESEARCH CORPORATION 2300 WINDY RIDGE PKWY STE 400S ATLANTA, GA 30339-8431 United States (b)(6)		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. GS00Q14OADU131 / GSQ0116BK0284 TYPE OF MODIFICATION: A. Amount Change		
CODE	FACILITY CODE	10B. DATED (SEE ITEM 11) 10/03/2019 12:00 AM		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers is extended <input type="radio"/> is not extended.				
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<input checked="" type="checkbox"/> OTHER (Specify type of modification and authority) DFARS 252.232-7007, Limitation of Government's Obligation				
E. IMPORTANT: Contractor IS required to sign this document and return copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract matter where feasible.)				
ORDER MOD DATED: 10/28/2019		Proposal Dated: 10/28/2019	Order ID: ID01150103	
PERFORMANCE PERIOD FROM: 10/10/2016		PERFORMANCE PERIOD TO: 10/09/2020	Desired Delivery Date:	
ITEM NO	TASK ITEM DESCRIPTION	PREVIOUS MOD AMOUNT	MOD CHANGE AMOUNT	NEW MOD AMOUNT
	(b)(4)			
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**Electronic Security Systems Manager (ESSM)
Statement of Work (SOW)**

**CONTRACT NUMBER
GS00Q14OADU131**

**ORDER NUMBER
GSQ0116BK0284
Award Date: 9/27/16
PoP Start Date: 10/10/16**

United States of America Letter of Offer and Acceptance (LOA) SR-D-GAI pertains to this acquisition.

Solicitation Title: Hanscom Force Protection FMS (Saudi Arabia)

Issuing Office: GSA/FAS, Region 1, Boston, MA

Agency Contact:


GSA Project Manager (PM)
Mr. Eric Gurgo
Eric.Gurgo@gsa.gov

GSA Contracting Officer (CO)
Mr. David Feit
david.feit@gsa.gov

Alternate Contact:

GSA Contract Specialist (CS)
Ms. Kristine Levine
Kristine.Levine@gsa.gov

Revision Table

Name	Date	Revision #
	11 June 2019	1
Feit, David	07 August 2019	2
Feit, David	21 August 2019	3

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1 TASK ORDER INFORMATION

1.1 Type of Contract

The primary type of contract resulting from this solicitation is Firm Fixed Price (FFP) task order. There will be two (2) ancillary support Contract Line Item Numbers (CLINs) that will be Cost Reimbursable. The Contractor is not entitled to mark up or profit on the cost of travel or other direct costs. See CLIN structure in Section 2.1. There is a 12 month base period with four one year option periods. The start date is 10 October 2016.

1.2 Place(s) of Performance

1.2.1 The places of performance(s) for this SOW are:

Kingdom of Saudi Arabia (KSA).

1.3 Period of Performance

The period of performance for this task order is as follows:

Base:	October 10, 2016 to October 9, 2017
Option 1:	October 10, 2017 to October 9, 2018
Option 2:	October 10, 2018 to October 9, 2019
Option 3:	October 10, 2019 to October 9, 2020
Option 4:	October 10, 2020 to October 9, 2021

2 CLINS AND CONTRACT TYPE BY CLIN/TRAVEL REQUIREMENTS

2.1 CLIN STRUCTURE

BASE:

CLIN 0001 A-D SERVICES (FIRM FIXED PRICE)
 CLIN 0002 TRAVEL/OTHER DIRECT COSTS (COST-REIMBURSABLE)
 CLIN 0003 ANCILLARY SUPPORT (COST-REIMBURSABLE)
 CLIN 0004 DATA NOT SEPARATELY PRICED (NSP)
 CLIN 0005 CAF FEE (NOT TO EXCEED)

All other option CLINS will replace the leading "0" with option year number.

3 DESCRIPTION OF SERVICES/SCOPE OF WORK

3.1 Scope

The scope of this effort is to provide Electronic Security Systems Manager (ESSM) personnel to monitor Paveway IV munitions, Stand-Off Weapons and F-15SA Critical Controlled Assets (CCA) at designated RSAF locations within the KSA. A total of seven (7) sites consisting of Tabuk, Khamis, Al Kharj, Taif, Dhahran, Al Salam and Eskan Village. Al Salam and Al Kharj personnel will be stationed at Eskan Village and drive to each site when requested or required.

All housing, meals, telephones and transportation will be provided by the contractor. The ESSM personnel based at Eskan Village will be housed at Eskan Village. All ESSM personnel responsible for the RSAF bases shall be housed in a location that enables response times in accordance with the requirements.

All clearances, passports, visas, base access requests and any required work permits are to be provided and maintained for currency by the contractor and must be in place prior to in country arrival.

ESSM personnel are expected to perform diagnostic network and equipment trouble shooting actions, be certified on the operation of the Intrusion Detection System (IDS) system, provide escort support for equipment and produce/provide IDS system training to Saudi personnel.

3.2 Statement of Work

3.2.1 Qualifying and Training ESSM Staff

The Contractor shall have on-board training and a training routine for ESSM staff, Starting with the fundamental requirement that personnel have extensive United States Air Force (USAF) or other U.S. Military aviation /security service managing the diversity and complexity of munitions / logistics / supply systems and security related programs is the first assessment of an individuals' ability to support the ESSM requirements. All proposed staff have a minimum 10 years (or equivalent work experience) of military aviation munitions / logistic / security / supply / depot work experience and either are or will be proficient in Bosch VMS Version 5/Vindicator security and video management systems prior to contract start.

To ensure a well trained staff, the training program shall be administered by a training coordinator as designated by the Site Lead. The training coordinator will track training progress, due dates, and identify scheduled and as-needed refresher training. The training coordinator will administer Monthly and Quarterly Stand Off Weapons/SOP tests for all ESSM monitors to include the remote sites. A minimum score of 90% is required to achieve/retain qualifications.

Until formal training can be completed, contractor will ensure that adequate informal and OJT training is accomplished immediately. Additionally the contractor will send individuals to VICADS Original Equipment Manufacturer (OEM) and Vindicator Command & Control (VCC) factory training (at its earliest practicable date) to provide the best educational advantage to the on-boarding personnel. VCC is a management tool that enables network configuration, IP additions, and associated equipment management via the Keyboard, Video, Mouse (KVM) controls. A train the trainer program will be enacted as well as annual refresher training for all personnel.

Figure 2-2 shows the Team SRC/PAR Government Target Personnel Qualification Requirements developed for the ESSM solicitation. After initial qualification, all personnel must regularly participate in refresher training and testing. Highlights will include the ability to provide a on-boarding personnel with Bosch credentials. Bosch certificates shall be achieved by personnel prior to standing a watch. New staff arriving at Eskan Village shall undergo a comprehensive in-house training session with current staff. The training shall include discussion and familiarization with required systems, SOW and SOP requirements. Prior to standing watch, personnel need to receive VICADS and Vindicator Operations and Administration familiarization training, and all personnel will attend annual refresher training. These trainings are scheduled by the training coordinator and conducted by either the on-site ESSM trained Site Lead or the alternate.

Figure 2-2: Target Personnel Qualification

Requirement / Competency	Frequency	Position [Total Number of Personnel]			
		Site Lead	Network Administrator	Alt. Site Lead	ESSMs
Secret Clearance	As per regulations	X	X	X	X
Saudi VISA	180 day renewal	X	X	X	X
BOSCH VMS Version 5	Bi-Ennially	X	X	X	X
VICADS/Vindicator Command & Control (VCC) Proficiency	Bi-Ennially	X	X	X	X
Statement of Work Testing	Monthly/Quarterly	X	X	X	X
Paveway IV SOP Testing	Monthly/Quarterly	X	X	X	X
F-15SA CCA SOP Testing	Monthly/Quarterly	X	X	X	X
VICADS VCC Certificate	Bi-Ennially	X	X	X	X
Vindicator VCC Certificate	Bi-Ennially	X (July 2016)	X (August 2017)	X	
VICADS VCC OEM Factory Training **	Bi-Ennially	X	X		
X Indicates which positions must meet the Requirement/Competency. * Help Desk personnel are stationed stateside and will provide network troubleshooting on an as-needed basis. This reach-back capability is provided at no additional cost to the Government. Help Desk personnel are only included in Base Year total number ** Grey-shaded rows indicate the competency is Team SRC/RRC-mandated; not a requirement of the contract. *** Until Government sets baseline configuration, Vindicator / Vicads certification training may not be consistent.					

Requirement / Competency	Frequency	Position [Total Number of Personnel]			
		Site Lead	Network Administrator	Alt. Site Lead	ESSMs
RRC agrees that after baseline configuration is established we will schedule regular certification training as necessary and available.					

3.2.2 Applicable Documents

The following documents are applicable to this Statement of Work to the extent specified herein.

- Paveway IV and Stand Off Weapons Security Standard Operating Procedures (SOP), dated 30 August 2017 (Attachment 1)
- F-15 Saudi Advanced Critically Controlled Assets Security Standard Operating Procedures (SOP), dated 1 October 2018 (Attachment 2)
- Transportation Plan, dated 26 September 2012 (Attachment 3)

3.2.3 Travel

Travel is anticipated during the performance of this requirement. These costs cannot be accurately forecasted at this time and are therefore awarded on a cost reimbursable basis and may be partially funded as indicated on the award document. All requests for travel must be approved by the Contracting Officer Representative (COR) and Contracting Officer prior to incurring costs.

The contractor shall submit travel costs on their monthly invoices within 30 days of travel. Travel shall be conducted and will be reimbursed in accordance with Federal Acquisitions Regulations (*FAR Subpart 31.205-46 – Travel Costs*). The Contractor is not entitled to fee (profit) on the cost of travel. Travel-related expenses that are allowable under FAR Part 31 and consistent with the Joint Travel Regulation (JTR) shall be billed on a cost reimbursement basis.

CONUS and OCONUS travel is anticipated. Destinations will be provided prior to travel event. The Government will make its best effort to provide the contractor the required base access badges. The contractor shall comply with all base entry rules and become knowledgeable of any local base open issues or concerns. All requests for base access will go thru the ESSMA for sponsorship further processing and approvals by RSAF as needed.

The contractor shall use only the minimum quantity and cost of travel required to accomplish the task. Travel shall be scheduled during normal duty hours whenever

possible. All travel must be authorized and approved in writing by the Government COR prior to travel.

A memorandum prepared by the contractor and signed by the COR (PM02) shall, for each travel request, detail the contemplated per diem and related costs of travel to and at the travel site. The memorandum shall affirmatively demonstrate that all costs associated with the travel and for which the contractor shall seek reimbursement from the Government in accordance with FAR Subpart 31.205-46 are in direct support of the Task Order.

All persons performing OCONUS official travel on behalf of Department of Defense (DoD) and as part of this Task Order shall comply with DoD travel security requirements. These same persons shall obtain a security travel briefing from the Security Office within 30 days prior to travel on area specific threats, foreign intelligence elicitation techniques, unique theatre security requirements, and reporting and debriefing requirements upon completion of travel.

3.2.4 Requirements

3.2.4.1 Program Management Requirements

- United States Government (USG) and the United States Military Training Mission (USMTM) will hire an ESSM/A at Eskan Village in order to oversee and manage ESSM operations.
- The contractor shall provide program, technical, and administrative support for project oversight.
- The contractor shall conduct scheduling, budgeting, and reporting to ensure execution is within cost and schedule.
- The contractor shall prepare and submit to the government a monthly written status report to include: a summary of tasks accomplished over the past month; analysis of False Alarm Rates (FAR), Nuisance Alarm Rates (NAR), and maintenance trends/actions; anticipated major tasks for the coming month; and a summary of funds expended for the past month and cumulatively for the entire period of performance. (CDRL A001)
- The contractor shall ensure all personnel maintain valid security clearances, Common Access Cards, current country visas, and base access for their personnel. All requests for CAC's, country VISAs or base access will go thru the USG for sponsorship and further processing and approvals by RSAF. Formal Contractor requests are not recognized or allowed by RSAF HQ.

3.2.4.2 Technical Requirements

3.2.3.2.1 The contractor shall perform USG ESSM designated tasks in accordance with applicable documents listed in Section 3.2.1 this document.

3.2.3.2.2 The contractor shall have personnel available 24/7/365 on one-hour notice (2 hours as a maximum or as conditions dictate) for the opening of storage facilities, escorting of assets and inventory actions according to the relevant SOP direction. The contractor shall have a minimum of 1 personnel manning the ESKAN oversight location 24/7/365. ESSM/A or his/her designee can and may designate ESSM's from ESKAN to the Conversion Installation Facility (CIF) (Al Salam), Dhahran (KAAB) and Al Kharj (PSAB) as needed.

3.2.4.2.3 The contractor shall maintain a validated and current access list for U.S. Government personnel.

3.2.4.2.4 The contractor shall perform accountability on assets no later than 4 hours after alarmed incident.

3.2.4.2.5 The contractor shall notify USMTM in the event of an intrusion, and shall be available to be notified by RSAF/Air Police Commander.

3.2.4.2.6 The contractor shall work alongside the RSAF ESSM.

3.2.4.2.7 The contractor shall document and report maintenance records, active, false, and nuisance alarms monthly to the ESSM/A or his/her designee, RSAF - Air Police, Central Security Control Station (CSCS), and RSAF - Armament and Munitions Director, USMTM.

3.2.4.2.8 The contractor shall monitor and account for RSAF Paveway IV munitions, Stand Off Weapons located at designated RSAF facilities in attachment 2 mentioned in section 3.2.1 (Paveway IV and Stand Off Weapons SOP) of this document. The contractor shall monitor, take inventory, escort and issue F-15SA CCA at locations containing CCA in accordance with attachment 3 mentioned in section 3.2.1 (F-15 Saudi Advanced CCA Security SOP) of this document.

3.2.4.2.9 The contractor will perform account inventory and stock control, research and identification of spares, supplies and equipment. Necessary purchase of spares/repairs will be identified and reported to the ESSMA and Hanscom program office.

3.2.4.2.10 The contractor shall monitor, repair and maintain IDS to ensure 24 hour functionality, schedule functional tests and annotate any alarms and/or discrepancies with the security system. A minimum supply of spare IDS sensors and components (Cameras, Balanced Magnetic Switches [BMS], Parameter Infrared [PIRs], volumetric sensors, ect) shall be maintained at sites and/or at ESKAN in order to facilitate rapid system repair and/or replace failed components. The contractor shall coordinate with

RSAF and Directorate of Communications and Information Technology (DCIT) as required on complicated repairs.

3.2.4.2.11 The contractor shall provide on-call 24/7/365 support of the IDS. Contractor must be certified to perform operational and administrative duties in support of the IDS system. As per the security agreement with the USG and the Kingdom of Saudi Arabia, an initial certification of the IDS will be performed by the Defense Technology Security Administration (DTSA).

3.2.4.2.12 The contractor shall monitor IDS to ensure RSAF secure storage facility security is meeting established requirements listed within Paveway IV and Stand Off Weapons Security SOP and F-15 Saudi Advanced CCA Security SOP.

3.2.4.2.13 The contractor shall validate all FARs and NARs at all designated locations. The contractor shall maintain logbooks to document any and all alarm notifications. Date, time, alarm type and RSAF response will be annotated. Logbooks shall be kept for the duration of the contract, turned over to the Government at the conclusion of the contract, and may be done on locally produced forms.

3.2.4.2.14 The contractor shall advise on site Royal Saudi Air Police on ESSM operations and secure storage structural deficiencies. The contractor shall recommend necessary actions to remedy deficiencies or problem areas.

3.2.4.2.15 The contractor shall review operational status of IDS sensor subsystems on a daily basis. These tests are conducted to ensure annunciation and display segments of the system are functioning correctly.

3.2.4.2.16 The contractor shall conduct ESSM functional quarterly exercises and requirements designed to test system operational capability. Exercises will be executed in accordance with RSAF checklists. Exercise results will be kept on file for at least one year to monitor trends. All quarterly evaluations results shall be provided to the Hanscom program office and the ESSMA for review.

3.2.4.2.17 The contractor shall be proficient in system/network troubleshooting and shall provide all equipment/software needed to administer troubleshooting actions in the event of IDS system failure.

3.2.4.2.18 The contractor shall notify USMTM and USG of system failures and service disruptions. The contractor shall troubleshoot the IDS system/network in conjunction with Saudi Trans Communications (STC)/DCIT and provide the following information

- 1) Cause of failure
- 2) Impact of failure
- 3) Time of occurrence

- 4) Implemented/required corrective actions
- 5) Resolution

3.2.4.2.19 The contractor shall maintain and provide copies to the USG and USMTM, a listing of all system user IDs and passwords. Passwords shall not be shared with other entities unless explicit approval from the USG.

3.2.4.2.20 The contractor shall perform system and component maintenance. The contractor shall perform the activities for placing work orders for system repairs, disposal or shipment.

3.2.4.2.21 The contractor shall determine anticipated workloads and schedule supply activities.

3.2.4.2.22 The contractor shall identify needed requirements for storage, including classified, sensitive, hazardous and flammable. Additionally, the contractor shall ensure the prevention of deterioration and contaminating effects of light, cold, heat, moisture and destruction of property by insects and vermin.

3.2.4.2.23 The contractor shall develop an IDS training program for RSAF system operators to meet local requirements. The training program shall include a detailed block of instruction for the ESS being monitored. This shall include but not limited to, all aspects of the system operation (i.e. acknowledging, assessing and responding to alarms, troubleshooting system failures and maintenance procedures). (CDRL A002)

3.2.4.2.24 The contractor shall conduct IDS training. Training may be conducted while on-duty or in a formal classroom environment or a combination of both. At a minimum, once certified, an operator will complete annual refresher training to ensure IDS fluency.

3.2.4.2.25 [CCA Specific] The contractor shall manage, escort and monitor critical controlled assets and is responsible for maintaining an inventory of serialized aircraft assets in secure storage facility at all times.

3.2.4.2.26 [CCA Specific] The contractor shall access secure storage facility for issuing, escorting, removal and return operations of all CCA equipment.

3.2.4.2.27 [CCA Specific] The contractor shall annotate all asset movements in and out of the secure storage facility in a logbook. Logbook is kept for a minimum of one (1) year and can be done on locally produced forms.

3.2.4.2.28 [CCA Specific] The contractor shall provide escort services for critical controlled assets within supported country. Responsibilities may include escorting aircraft assets from the United States to base location in support country and/or vice versa.

3.2.4.2.29 [Eskan Village] The contractor shall continuously operate and monitor the IDS 24/7/365 to ensure RSAF secure storage facilities and security procedures are meeting USG standards.

3.2.4.2.30 [Eskan Village] The contractor shall provide ESSM support, oversight, monitoring, take inventory and escort CCA equipment to the Al Salam Aircraft Company CIF CCA movements as directed.

3.2.4.2.31 [Eskan Village] The contractor shall assist ESS managers in IDS system or storage facility structural deficiencies and advising on necessary action programs to remedy problem areas.

3.2.4.2.32 [Eskan Village] The contractor shall maintain commercial manuals that describe equipment components and operating procedures for the ESS that is in use. The manuals shall be on hand unless they can be accessed electronically 24 hours a day at another agency

3.2.4.2.33 If needed, the contractor shall temporarily fill ESSM positions in alternate downrange locations or Eskan Village.

3.2.4.2.34 [CCA and SOW Specific] The contractor shall participate/attend the Contractor Verification Test (CVT) event in support of assuming security control of the CCA/SOW facilities prior to the final certification Government Acceptance Test (GAT). The contractor shall participate in the GAT event with the Gov't representatives during final test and acceptance of the CCA or SOW facilities. The contractor will assume full control/ownership of the CCA/SOW facility once final approval has been delivered by the Defense Technology Security Administration (DTSA) to the Hanscom Security Forces Program Office and local RSAF Munitions Administration Unit.

3.2.4.2.35 The contractor shall provide key personnel in execution of these requirements. The following table provides a tentative manning schedule:

ESSM Manning		
Note: Start dates and number of personnel are subject to change		
Base Year		
Location	Start Date	Projected Number of Personnel
Eskan Village	October 2016	5
Al Salam	October 2016	1
Tabuk – KFAB		0
Dhahran – KAAB		0
Khamis – KKAB	October 2016	1
Al Kharj-PSAB	October 2016	0

Taif- PAAB	October 2016	1
		Estimated Total = 8
Option 1		
Location	Start Date	Projected Number of Personnel
Eskan Village	October 2017	6
Al Salam	October 2017	1
Tabuk – KFAB	October 2017	1
Dhahran – KAAB		0
Khamis – KKAB	October 2017	1
Al Kharj-PSAB	October 2017	0
Taif- PAAB		1
		Estimated Total = 10
Option 2		
Location	Start Date	Projected Number of Personnel
Eskan Village	October 2018	6
Al Salam	October 2018	1
Tabuk – KFAB	October 2018	1
Dhahran – KAAB		0
Khamis – KKAB	October 2018	1
Al Kharj-PSAB	01 Feb 2019	1* Coverage between 1 Feb 2019 and 9 Oct 2019 utilized existing support from Eskan
Taif- PAAB	October 2018	1
		Estimated Total = 11
Option 3		
Location	Start Date	Projected Number of Personnel
Eskan Village	October 2019	6
Al Salam	October 2019	1
Tabuk – KFAB	October 2019	1
Dhahran – KAAB	October 2019	1
Khamis – KKAB	October 2019	1
Al Kharj-PSAB	October 2019	1
Taif- PAAB	October 2019	1
		Estimated Total = 12

Option 4		
Location	Start Date	Projected Number of Personnel
Eskan Village	October 2020	6
Al Salam	October 2020	1
Tabuk – KFAB	October 2020	2* tentative increase
Dhahran – KAAB	October 2020	1
Khamis – KKAB	October 2020	1
Al Kharj-PSAB	October 2020	1
Taif- PAAB	October 2020	1
		Estimated Total = 13*

3.2.4.3 Qualifications and Experience

ESSM personnel must have the following:

- At least one ESSM shall be proficient in system/network troubleshooting. This will be a Key Personnel.
- Extensive USAF or other U.S. Military aviation /security service managing the diversity and complexity of munitions / logistics / supply systems and security related programs.
- A minimum 10 years of military aviation munitions / logistic / security / supply / depot work experience, or equivalent experience.
- The ability to work long or non-traditional shifts as required. Contractors must function as an overall team to accomplish all tasks and USMTM mission.
- Possess and maintain U.S. Secret Security Clearance throughout employment.
- Be proficient in Bosch VMS Version 5 and Vindicator security and video management systems. Personnel at all sites must be able to maintain and perform component replacement and repair activities on the security and video management systems. Personnel at the remote sites must be prepared to be trained and to train both ESSM and RSAF on the systems.

3.2.4.4 Key Personnel

Key Personnel shall not be removed or substituted without prior written approval of the CO.

3.2.4.5 Ethical Standards

All duties will be performed in a professional manner and cultural attributes will be respected at all times by all parties. Do not discuss offenses or incidents, except in the line of duty. In addition, do not accept any advantage, gratuity, or reward for performing official duties. As a member of the joint effort between the Kingdom of Saudi Arabia and the USG, you are the visible representative of your Government. It is your duty to accept the authority with which you have been entrusted and to carry out the responsibilities, firmly and in a manner that commands respect.

3.2.4.6 Federal, State and Local Law Violations

The contractor shall perform the requirements of this contract in such a manner as to not violate any federal, state, or local laws, to include all Codes of Federal Regulations (i.e., Occupational Safety and Health Act, Environmental Protection Act, etc.). The contractor shall be solely responsible for any reporting requirements and repercussions resulting from such violations. No work requirements directed in this SOW shall supersede applicable laws and regulations. However, if conflicts arise in the interpretation of applicable rules and regulations, the contractor shall notify the COR and CO, in writing, and the CO will make the final determination.

4 DELIVERY AND PERFORMANCE INFORMATION

4.1 Contract Data Requirements List (CDRL) Summary

The following CDRLs are applicable to this Order, based on contractor format:

CDRL Summary		
Data Item No.	Data Item Description (DID)	Title of Data Item
A001	DI-MGMT-80227	Contractor's Progress, Status and Management Report (CPSMR)
A002	DI-PSSS-81523B	Training Materials

CDRLs are subject to review and, if warranted, may be returned to the contractor for revision. Upon receipt of Government comments (on or before 10 calendar days), the contractor will provide the final revised CDRL according to a schedule provided by the Government. The contractor will advise the Contracting Officer of the transmittal of any deliverable to the COR.

4.2 Quality Assurance Plan (QAP)

The contractor will develop and maintain an efficient and effective quality assurance program to ensure conformance to Order requirements. Not later than 30 days after Order award, the contractor will submit QAP to the COR. The COR will approve or disapprove the plan within fifteen workdays after receipt. If the submission is disapproved, the contractor will submit a revised QAP within five working days after disapproval. This process will continue until an adequate QAP is submitted and approved. The QAP will be made available to the Government for review at both a program and worksite services level during predetermined visits. The QAP will address Best Practices, Service Assurance and Key Personnel. The plan will include the following:

- (1) An Inspection Schedule must be provided. It must specify the areas to be inspected on either a scheduled or unscheduled basis, how often inspections will be accomplished (inspections will be no less than monthly), and the title of the individuals who will do the inspections. A copy of the inspection report will be forwarded to the COR monthly - no later than the tenth calendar day of the following month.
- (2) A file of all inspections conducted by the contractor, and any corrective action required and taken, will be maintained by the contractor throughout the term of this Order. This file will be made available to the COR during regular hours.

If it is determined by the Government that the contractor has failed to maintain the approved QAP, the Government will give the contractor written notice of deficiencies. The contractor will correct all deficiencies within five (5) calendar days of receipt of written notice.

4.3 Non-Personal Services Statement

Contractor employees performing services under this Order will be controlled, directed and supervised at all times by management personnel of the contractor. Contractor management will ensure that employees properly comply with the performance work standards outlined in the SOW. Contractor employees will perform their duties independent of, and without supervision of, any Government official. The tasks, duties, and responsibilities set forth in the Order may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal Policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Part 7.5 and 37.104 of the FAR. The Government will control access to Government facilities and will perform the inspection and acceptance of the completed work.

4.4 COR, CS and CO:

AF COR:

[REDACTED]

GSA PM/COR:

Mr. Eric Gurgo

GSA – Federal Acquisition Services

Mobile: (b) (6)

email: eric.gurgo@gsa.gov

GSA CS:

Ms. Kristine Levine

Contract Specialist

GSA – Federal Acquisition Services

Mobile: (617) 680-9829

email: kristine.levine@gsa.gov

GSA CO:

Mr. David Feit

Contracting Officer

GSA – Federal Acquisition Services

Mobile: (617) 320-6765

email: david.feit@gsa.gov

4.5 Contracting Officer Authority

In no event will any understanding or agreement between the contractor and any Government employee other than the Contracting Officer on any contract, modification, change order, letter or verbal direction to the contractor be effective or binding upon the Government. All such actions must be formalized by a proper contractual document executed by an appointed Contracting Officer. The contractor is hereby put on notice that in the event a Government employee other than the Contracting Officer directs a change in the work to be performed or increases the scope of the work to be performed, it is the contractor's responsibility to make inquiry of the Contracting Officer before making the deviation. Payments will not be made without being authorized by an appointed Contracting Officer with the legal authority to bind the Government.

5 INVOICING INSTRUCTIONS

5.1 Invoice Content

(1) In addition to the requirements of a proper invoice as set forth in the Federal Acquisition Regulation, an invoice submitted in accordance with the clause titled Electronic Invoicing Process (January 2014), will contain the following:

- ☒ Name of the business concern, address, and telephone number
- ☒ Invoice date
- ☒ Invoice number
- ☒ Order Number
- ☒ ITSS (GSA ASSIST) Identification Number
- ☒ Task Order Number and any other authorization for delivery of property or services
- ☒ Accounting Control Transaction (ACT) number
- ☒ Item Number, National Stock Number (NSN) or other product identification number, description, price, and quantity of property or services actually delivered or rendered
- ☒ Breakout of amount claimed by Contract Task Item Number or Contract Line Item Number
- ☐ Shipping and payment terms
- ☒ Name (where practicable), title, phone number, and complete mailing address of responsible official to whom payment is to be sent. The "remit to" address must correspond to the remittance address in the Order.
- ☒ Cumulative amount invoiced of current performance period
- ☒ Cumulative percent invoiced of current performance period
- ☒ Cost-Reimbursable and Labor Hour/Time and Material Orders will include:
 - (i) labor category;
 - (ii) hours worked per labor category;
 - (iii) rate per labor category;

- (iv) total cost per labor category;
- (v) extended or “cumulative” amount per labor category;
- (vi) total travel costs incurred this invoice period;
- (vii) total travel costs to date;
- (viii) total of any other costs incurred this invoice period;
- (ix) amount obligated Contract as of the invoice period;
- (x) total value of the Contract for the performance period invoiced;
- (xi) total amount invoiced to date;
- (xii) total amount paid to date;
- (xiii) total of all costs incurred and invoiced;
- (xiv) total amount incurred but not paid to date;
- (xv) burn rate for the current invoice; and
- (xvi) average monthly burn rate of the performance period invoiced.

☒ Travel – Name of traveler, date(s) of travel, location of travel, dollar amount of travel, and receipts for all travel expenses greater than \$_____ (\$75.00 unless a different number is inserted).

☐ Other Direct Costs (ODC) – Description of the ODC, quantity, unit price and total price/cost of each ODC.

(2) Invoices will be submitted in accordance with the following schedules:

☐ Fixed-Price Contracts – At least five days after the end of the month in which the item(s) or services were delivered and accepted by the Government.

☒ Cost-Reimbursement, Time-And-Materials and Labor-Hour Contracts – Not later than the twenty-fifth day of the month following the end of any monthly billing period.

(3) Additional instructions may be provided by the Contracting Officer, Contracting Officer’s Representative, or the Customer Account Manager, immediately following the award of the Contract or during Contract administration to ensure compliance with GSA or GSA Customer Agency requirements or policies.

5.2 Electronic Invoicing Process (December 2014)

GSA employs Electronic Commerce in Contracting to the maximum extent practicable. Contractors will use the GSA Assisted Acquisition Service Business System (ASSIST), also known as IT Solutions Shop (ITSS) at <https://portal.fas.gsa.gov> to submit invoices. All invoice information, to include attached documents, will be submitted to ASSIST via the Central Invoice Service (CIS).

- (1) For each invoice, the contractor will complete the required fields provided in ASSIST CIS and must attach a copy of the invoice. Assistance in using the GSA ASSIST CIS application and answers to related questions may be obtained via email at aasbs.helpdesk@gsa.gov or by calling (877) 472-4877.
- (2) The Invoice Form will include all active Task Items on the contract. The contractor will enter the invoice amount in dollars and cents for each Task Item.
- (3) Additional instructions may be provided by the Contracting Officer, Contracting Officer's Representative, or the Customer Account Manager, immediately following the award of the contract or during contract administration to further enhance the use of Electronic Commerce in Contracting or to ensure compliance with GSA or GSA Customer Agency requirements or policies.

END

**F-15 SAUDI ADVANCED
CRITICALLY CONTROLLED ASSETS
SECURITY STANDARD OPERATING PROCEDURES**

ROYAL SAUDI AIR FORCE
KINGDOM OF SAUDI ARABIA

APPROVED/CERTIFIED BY

(b)(6)

DATE:

(b)(6)

(b)(6)

Date: 2018.09.25
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This document represent Authoritative Guidance on the Implementation of US Government Policy on the Transfer of F-15SA Critically Controlled Assets (CCA) Technology to the Kingdom of Saudi Arabia.

The US Government (USG) is the approval authority for this document.

Adherence to the procedures outline in this document by members of the USG and Saudi Arabian Government (civilian and military personnel) is required as a condition of the transfer of F-15SA CCA technology to the Kingdom of Saudi Arabia. This document covers standard operating procedures which involve the operation of electronic security systems which provide monitoring and alarm activation alerts 24/7/365 in accordance with US technology security policy requirements. The installation, maintenance, and operation of security systems in the Kingdom and procedures by RSAF, to include support required for US Electronic Security System Manager (ESSM) personnel, be they US contractor or US government civilian or military personnel, is also a condition of the transfer of F-15SA Critically Controlled Asset technology to the Kingdom of Saudi Arabia.

If RSAF does not satisfy all policy requirements, to include those articulated in this document, USG personnel may not ship F-15SA CCA to the Kingdom of Saudi Arabia.

United States Military Training Mission (USMTM) does not have the authority to modify or grant deviations from the procedures contained in this document. Since it may occur that RSAF or USMTM may want to propose changes to this document which increase the effectiveness of the security and movement of F-15SA CCA to, from, or within the Kingdom, the following procedures are provided to enable suggested changes to be offered to USG for consideration and approval.

- 1) A joint review will be conducted by RSAF and USMTM Air Force Division.
- 2) Recommended changes will be staffed by USMTM, Chief Air Force Division to USG OSD/DTSA for approval.
- 3) Upon USG OSD/DTSA approval, USMTM, Chief Air Force Division will provide the updated Standard Operating Procedure to RSAF HQ and concerned USG entities (AFLCMC and SAF/IA).
- 4) Note: There is only F-15SA CCA SOP in use at a time. When superseded by a subsequent update, complete previous SOP versions will be discarded and replaced with a complete updated version.

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SECTION 1.0 – CONCEPT OF OPERATIONS

This concept of operations provides a basic overview of the Standard Operating Procedures (SOP) for the transportation and storage of F-15SA Critically Controlled Assets (CCA) to be stored in Secure Storage Facilities (SSF) throughout the Kingdom of Saudi (KSA). The SOPs described in this document are in addition to, not in lieu of existing classified handling procedures. It covers the requirements for the SSF to include facility requirements, the proper operation of the Intrusion Detection System (IDS), and the execution of associated manpower roles and responsibilities. The SOP defines security procedures to monitor, protect and secure the SSF for CCA during storage and use, such as routine maintenance, training, exercises, inventory, chain of custody, military missions and/or national contingencies. Overall responsibility for security at the SSF lies with the HQ RSAF Directorate of Supply.

OVERVIEW

- A) Background Information
- B) Monitoring Station Layout Diagram
- C) SOP Checklists
- D) Secure Storage Facility Description
- E) Personnel Roles and Responsibilities
- F) IDS Layout
- G) IDS Component Description
- H) CCA Transportation
- I) CCA Storage Limits
- J) Authorized Saudi Arabian CCA Industrial Participation

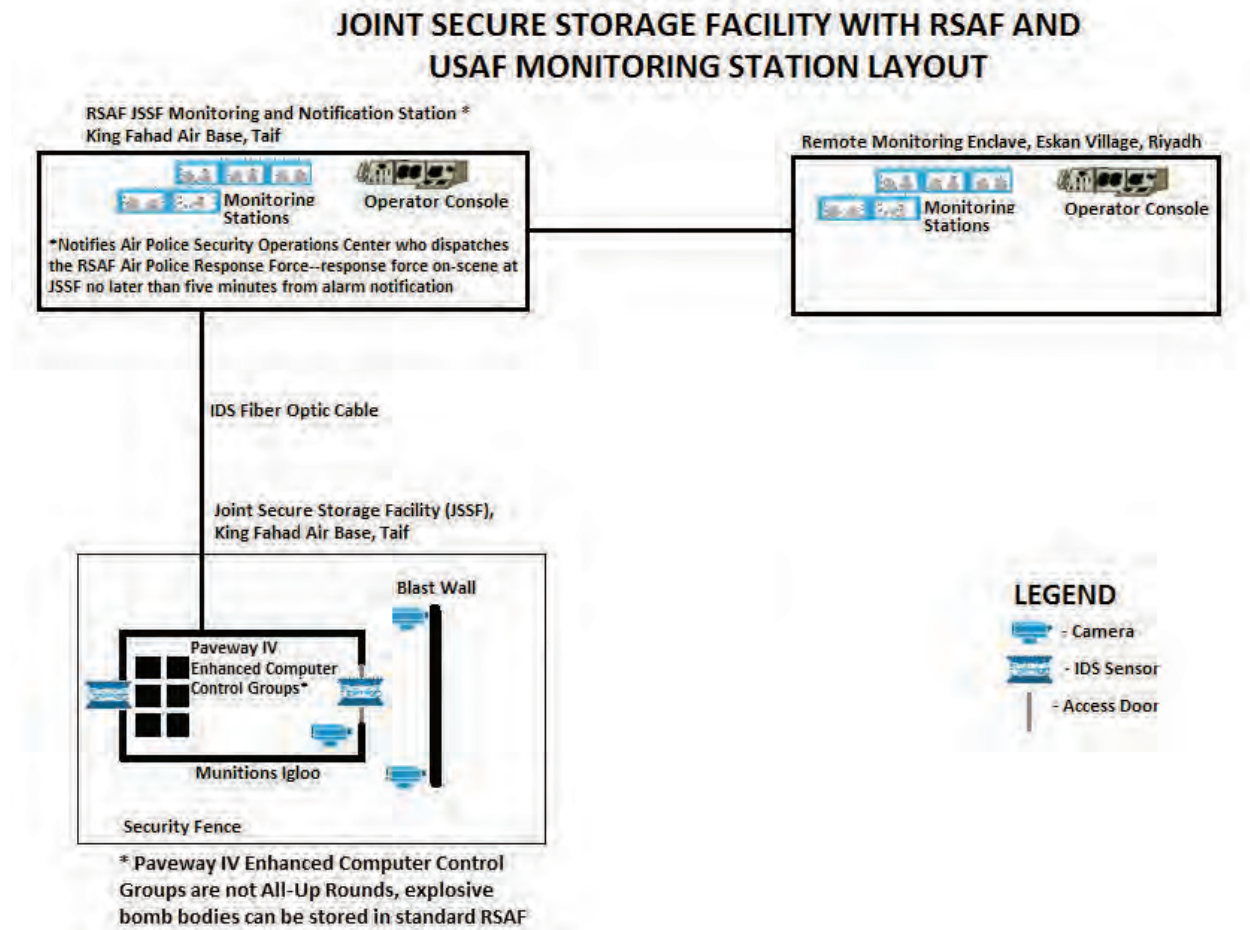
A. Background Information

F-15SA CCA is defined as spares and conversion kit Line Replaceable Units (LRU) or Line Replaceable Modules (LRM) for the following F-15SA equipment: Active Electronically Scanned Array (AESA) Radar Antenna, Radar Power Supply, Radar Data Processor, Radar Receiver, Digital Electronic Warfare System (DEWS) LRU-1, Aircraft Interface Module, DEWS Digital Channelized Receiver/Technique Generator, DEWS Electronic Warfare Controller, and Advanced Display Core Processor I and II. These spares are to be used to replace malfunctioning units on operational F-15SA aircraft in KSA by RSAF maintenance personnel

This SOP will be reviewed and certified annually by the RSAF and the USG. The RSAF and the USG will mutually review, certify, and update this SOP in order to maintain the security assurances agreed upon between the two nations in the SSA. Reviews, certifications, and updates will occur during scheduled annual reviews or whenever either party deems necessary.

The approval authority for RSAF and USG recommended changes is the Office of the Secretary of Defense, Defense Technology Security Administration (OSD/DTSA). Once OSD/DTSA approves SOP changes, it will issue the new SOP which replaces the previous version of this SOP. OSD/DTSA will provide the approved SOP to United States Military Training Mission (USMTM) / Air Force Division (AFD) for distribution to RSAF and other USG entities.

B. Monitoring Station Layout Diagram



C. SOP Checklist

The checklists included in this SOP standardize and specify personnel responsibilities, security standards, and maintenance of the IDS. They address both RSAF and USG personnel actions. The checklists address the following areas:

1. CCA transfer from CCA Courier to Electronic Security System Monitor (ESSM)
2. Shipping procedures for Repair and Return of unserviceable CCA
3. Secure Storage Facility Entry and CCA Transfer to CCA Courier for Transportation
4. Secure Storage Facility Entry for Exchange of Unserviceable Assets
5. CCA Checklist for Planned Deployment Location Inside and Outside KSA (Not at an RSAF Airfield)
6. CCA Courier Checklist for Ground Vehicle Breakdown in Transit
7. CCA Courier Checklist for Aircraft Divert in Transit
8. F-15SA Divert Procedures
9. F-15SA Diver Aircraft Log
10. CCA Sign In/Out Log Template
11. CCA Transfer Hand Receipt Log
12. RSAF Air Police Patrol Log

13. SSG Electronic Security System Quarterly Functional Check
14. Real World Alarm Notification and Response
15. RSAF Air Police CCA SOP Review Roster
16. RSAF Approved CCAFLC List

D. Secure Storage Facility Description

The Secure Storage Facility (SSF), Avionics Pod Shop, and Alsalam Aircraft Company (AAC) CCA storage facility will be constantly monitored by Electronic Security System Manager (ESSM) personnel at Eskan Village, Riyadh to ensure accountability of CCA. The SSF must continually have power and communication capability to ensure the Eskan Village monitoring facility and RSAF Air Police have constant, uninterrupted visual monitoring capability. Keys to the SSF will be stored in a General Services Administration (GSA) Approved Class 6 security container (safe) accessible only to USG personnel. One key to the respective CCA storage facilities will be maintained at the Remote Monitoring Enclave (RME) on Eskan Village and one key will be maintained by the ESSM collocated at the storage location. Facility requirements are further defined in Section 2.1 of this document.

The SSF will be constructed of concrete and steel and have communication capability to enable increased electronic security monitoring inherent to the IDS and to ensure accountability of CCA. The SSF entryway will consist of a double steel door secured with a high-security, anti-corrosive, key-operated padlock and hasp. Keys to the SSF will be stored in separate, high-security combination safes. Air vents into the facility must be properly barred with reinforcing bar (REBAR) to prevent unauthorized access. Required exterior and interior lighting and cameras must be operational at all times.

E. Personnel Roles and Responsibilities

The ESSM, RSAF Supply Squadron Commander, and RSAF Air Police, functions are all critical to ensuring CCA security requirements are met on a daily basis. ESSMs will handle overall operation of the IDS, carry out training, inventory management, and conduct administrative and IDS maintenance functions. Each ESSM can conduct IDS training for RSAF Air Police personnel or Security personnel, who will serve as alarm operators at each CCA storage location. Additionally, each ESSM has the ability to perform minor maintenance and troubleshooting on the IDS in the event of a fault or malfunction. Finally, each ESSM will conduct and document functional tests of the IDS on a regular basis to ensure the system is operating as designed.

RSAF and USG will appoint a primary ESSM for monitoring operations. USG ESSMs will handle overall operation of the IDS, carry out training, inventory management, administrative and maintenance functions. RSAF ESSMs will perform monitoring operations and liaise with RSAF Supply Squadron and Air Police. As such, an ESSM will not perform the duties of the other ESSM, or be able to relieve the other ESSM of their respective responsibilities. ESSM can conduct IDS training for RSAF Air Police personnel, who serve as alarm operators in the SSF Joint Monitoring Station (JMS). Additionally, each ESSM has the ability to perform minor maintenance and troubleshooting on the IDS in the event of a fault or malfunction. This capability will facilitate IDS operations. Finally, each ESSM will conduct and document functional tests of the IDS on a regular basis to ensure the system is operating as designed.

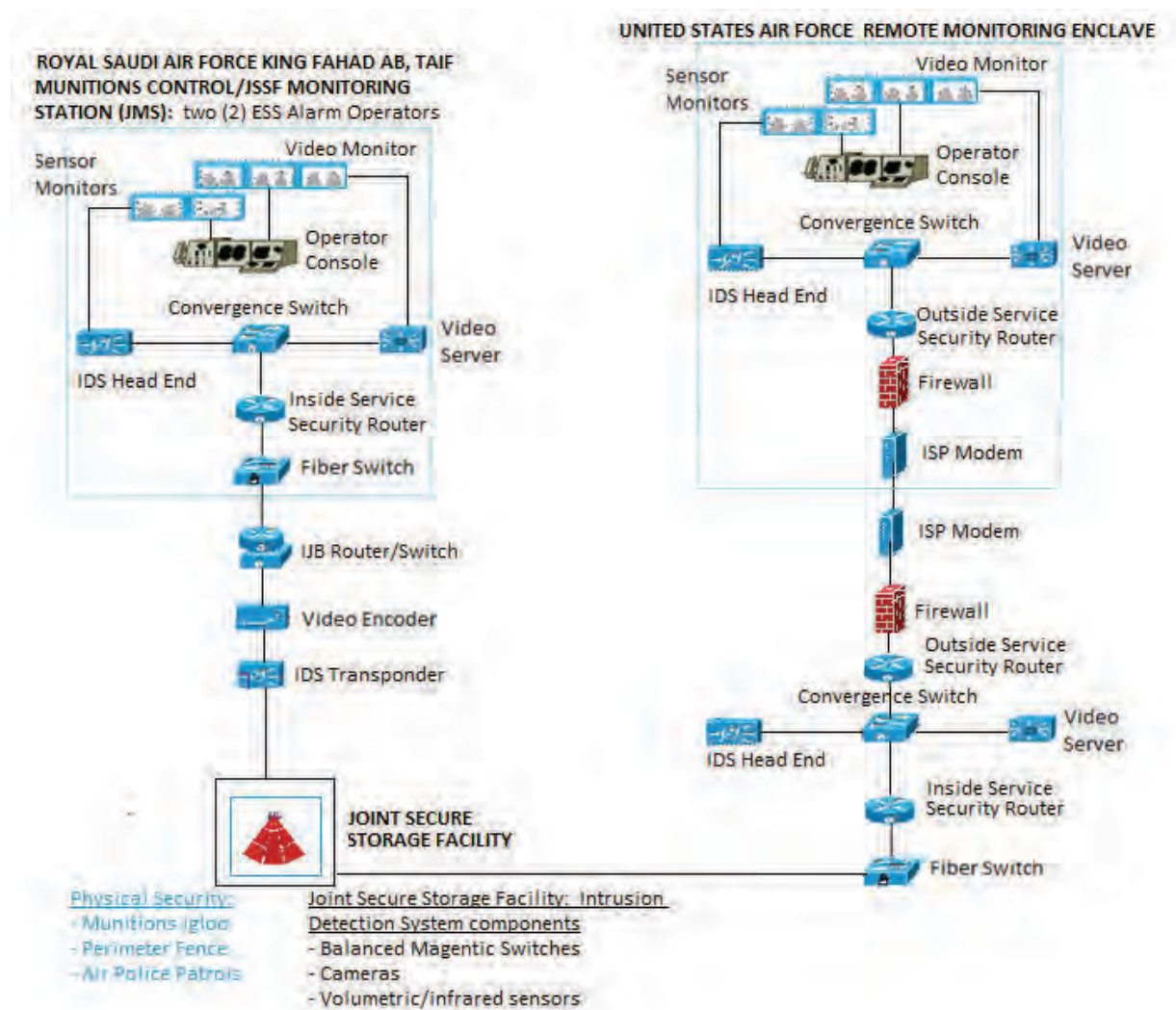
ESSMs will also work closely with RSAF Air Police and SSF security personnel on a daily basis, as they are responsible for CCA physical security. RSAF Air Police and SSF security personnel will act as Electronic Security System (ESS) alarm operators, which requires them to operate the IDS and perform electronic and personal surveillance of the SSF to detect and prevent intrusion threats. RSAF Air Police and SSF security personnel located at the CSCS will monitor the SSF through cameras and sensors installed within the storage facilities. RSAF Air Police and SSF security personnel will also conduct routine patrols of the SSF, physically inspecting access doors, padlocks, and other physical aspects of the structure. In the event of an intrusion by a threat to the SSF, RSAF Air Police and/or SSF security personnel will be on-site within 5-minutes and communicate the threat to the Air Police security desk or the CSCS who will notify the ESSM on duty. The ESSM will be onsite within 1 hour (2 hours for conversion install facility) to conduct an inventory to identify any loss. Unaccounted items will be reported to USMTM for further investigation. In the event of an intrusion by threat to the SSF, RSAF Air Police will be on site within 5 minutes and notify wing leadership.

USG ESSMs will perform duties as CCA equipment custodians and maintain property book requirements. Duties will also include inventories of CCA and chain of custody of CCA assets.

The Base Supply Squadron Commander is responsible for all actions of personnel assigned to the RSAF Supply Squadron who will carry out actions in accordance with the procedures outlined in this SOP, and notify the HQ RSAF Director of Supply which is the overall Directorate responsible for security at the SSF. Specifically, the RSAF Supply Squadron is responsible for SSF access and will authorize personnel who have officially demonstrated a need for access. The RSAF Supply Squadron will compile and maintain an access list which contains the names of all personnel authorized to access the SSF. The RSAF Supply Squadron must provide a copy of the access list with the RSAF Air Police. The RSAF Supply Squadron will update the access list at least monthly and ensure there is at most only one valid version of the access list. The Base Supply Squadron Commander will document and assume responsibility for the physical security of any CCA taken into its possession. When the Base Supply Squadron takes possession of CCA, it will be documented and the Commander assumes responsibility for physical security of the item.

F. IDS Layout

The following IDS Layout graphic depicts the relationships between IDS components.



G. Intrusion Detection System Component Description

The IDS is a security alarm system comprised of intrusion sensors and alarm annunciation devices that monitor for suspicious activity and alerts the system and/or network administrator when such activity is detected. The IDS will alert Air Police and CSCS Security alarm operators at the JMS to take action and communicate the necessary response to the Security Operations Center (SOC) in the event of an alarm. The IDS is divided into two sections: Command, Control and Display Equipment (CCDE) located in the JMS and cameras and sensors located in and around the SSF.

1. The IDS will consist of the following types of sensors designed to detect intrusion:

- a. Balanced Magnetic Switch. A two-part sensor usually mounted on a door and doorframe, it generates an alarm condition when a change in the magnetic field between the parts is detected.
- b. Closed Circuit Television. Cameras installed exterior and interior in the SSF directly connected to the video server and display monitors in the CSCS.
- c. Infrared Motion Detectors. A low power area protection device that detects a change in temperature within the coverage pattern caused by the movement of a body. The sensor generates an alarm when a moving object causes a change in radiated energy levels within the coverage area.
- d. Tamper Alarms. Installed over sensitive components necessary for IDS function, will generate an alarm if any access to these components is detected.
- e. Volumetric Alarms. Designed to detect movement within the alarmed area, as opposed to the detection of perimeter penetrations.

2. The Command, Control and Display Equipment are comprised of the following components:

- a. Annunciator. A device that signals a change of protection zone status in a security system, usually in the form of audible and/or visual signals.
- b. Video Display Monitors. Viewing screens connected to SSF cameras allowing alarm operators a live feed to perform surveillance.
- c. Video Server. Computer based device that performs recording, storage and playing of the video stream from the SSF cameras.

H. CCA Transportation

The RSAF is responsible for coordination and provision of all transportation; both within KSA and to and from CONUS when necessary to transport CCA between bases, from CONUS to the KSA, or from KSA to the US for Original Equipment Manufacturer (OEM) maintenance. Coordination must also be established with ESSMs at the origin SSF, the destination location, and with the ESSMA prior to any transportation. The ESSMA has transportation denial authority if sufficient transportation coordination does not exist and must give approval prior to movement of CCA. ESSMs will serve as couriers for all CCA transport missions. Therefore, CCA must be transported on a RSAF aircraft that has a valid airworthiness certificate or a US flagged commercial carrier.

I. CCA Storage Limits

1. Any amount of CCAs may be stored at any SSF, subject to the physical limitations of the SSF to properly and safely house the CCAs.
2. The ESSM at any of the SSF locations is responsible for ensuring the CCAs are stored properly and in accordance with this SOP.
3. When the responsible ESSM for each location deems the SSF is reaching storage capacity, he will notify the ESSMA. Additionally, any further movement of CCAs to these facilities will require approval by the ESSMA. This will ensure CCAs are stored safely and securely at all locations and proper accountability procedures are easily maintained.

J. Authorized Saudi Arabian CCA Industrial Participation

1. Saudi Advanced Electronic Company (AEC) is authorized to work on the APG-63(V)3 Receiver/Exciter (REX). Maintenance is limited to card test, removal, and replacement. AEC will coordinate with RSAF to remove and store the APG-63(V)3 REX from CCA facilities.

SECTION 2 – SECURITY REQUIREMENTS

2.1 Facility Requirements for the SSF

- a. The SSF site will have necessary grading to enable proper drainage and erosion control. Utilities including power, communications/fiber optic cabling to the main base must be installed. The SSF will be a concrete structure, with no visible interior/exterior cracks or signs of water damage.
- b. SSF doors will be double doors and consist of steel (solid or filled).
- c. The door will be secured with two anti-corrosion, key-operated high-security padlocks and two high-security hasps.
- d. Exterior security requirements:
 - 1) The SSF will be bounded by a two meter, chain link fence around the perimeter.
 - 2) Exterior building and door lighting systems will be present to ensure sufficient lighting to cover the front entrance of the facility.
 - 3) The SSF will have a concrete cap to cover the earthen layer and provide erosion control.
 - 4) Existing air vents will be barred with a minimum of nine-gauge rebar and attachment points will be welded or strengthened to prevent access and/or removal.
- e. Interior security requirements:
 - 1) A floodlight system will be installed to the ceiling of the SSF to ensure adequate lighting inside the building.
 - 2) The floodlights will have an IR sensor and will automatically and immediately illuminate upon any access into the SSF.

2.2 Manpower

ESSM responsibilities are executed by the RSAF and USG. The ESSM function will have operator, maintainer, training and administrative responsibilities for the IDS. The RSAF and USG ESSMs will be available 24 hours a day, 7 days a week, and 365 days a year.

- a. Alarm Operators are RSAF Air Police or SSF security personnel who are responsible for maintaining surveillance of assigned sectors, monitoring sensor status and activations, controlling cameras capability and assessing all alarms emanating from the shelters.

- 1) RSAF will staff the base's SSF monitoring station to ensure uninterrupted (non-stop) coverage 24 hours a day, 7 days a week, and 365 days a year.
 - 2) RSAF and SSF security personnel will take lead on quarterly functional tests in conjunction with ESSM.
- b. Air Police armed response teams will consist of two or more members, equipped with weapons and appropriate ammunition. Teams must also have capability to communicate with the RSAF Air Police SOC, JMS and Munitions Control.
- 1) The RSAF Air Police Commanding Officer for the SSF Security Personnel are responsible for deploying armed response teams to detected intrusions and alarms.
 - 2) In the event of intrusion or alarm notification, RSAF Air Police or SSF security personnel will provide an immediate on-site armed response within 5-minutes.

2.3 Intrusion Detection System

The IDS is capable of integrating multiple Force Protection technologies into a single point providing situational awareness and control. This system serves as the central processing system for all the sensors, displays, controllers and other technologies operating as part of the system. The system includes automation and is scalable and tailorable to specific site requirements. A technical review of the IDS will be jointly conducted by RSAF and USG security officials at least every five (5) years.

- a. Command, Control, and Display Equipment (CCDE) will be comprised of an annunciator alarm display screens and viewing monitors. CCDE are located within the RSAF Air Police JMS and within the SSF Security Personnel CSCS.
 - 1) Each station will be staffed by operators capable of monitoring all aspects of the IDS. Video camera views can be depicted on any combination of monitors from a single desktop to multiple large screens. This supports scalability to tailor the system to specific site requirements, including number and configuration of operator stations.
 - 2) Cameras with the capability for short-range day/night surveillance and assessment will be utilized. Cameras will be capable of assessing intrusions (by operator viewing image) when alerted by sensors and depending on range, determine the number, activity, behavior and equipment of intruders.
 - 3) Interior Sensors will be installed at the SSF. The employed sensors are Balanced Magnetic Switch (BMS) at the door and either infrared or microwave sensors inside the SSF.
 - 4) Field Distribution Boxes (FDB) will be used for cameras and sensors and installed with tamper alarms.

- 5) Video Management System (VMS) will be used for video storage/playback and immediate visual assessment. Recorded video is stored digitally on the video server hard drive. Recorded data will be held for a minimum of 30 days.
- 6) Tamper alarms will be installed at all junction boxes, CCDE consoles, equipment rooms, pull boxes and Field Distribution Box(s).
- c. IDS sensors have adjustable sensitivity levels. Sensitivity of the system will be determined by RSAF and USG ESSM.

2.4 Deployed Facility Security Requirements

A deployed SSF that does not meet the requirements outlined in section 4.0 of this SOP is not permitted. If the need for forward basing is anticipated the RSAF must construct a facility at the forward location that meets all predefined requirements before it will be authorized by the USG to store CCA.

SECTION 3 – GENERAL RESPONSIBILITIES

To ensure the safeguarding of CCA all personnel listed below are responsible for ensuring appropriate procedures are followed at all times. Personnel are required to be intimately familiar with this SOP and attachments that will be used at all times when handling CCA. Physical copies of checklists should be printed and readily available for use to all personnel who act in the roles described in this section. Each member involved must ensure they have checklists available for immediate and unanticipated use.

3.1 CCA Custodian at Alsalam Aircraft Company, Riyadh, KSA

For CCA stored at Alsalam Aircraft Company (AAC), Riyadh, KSA, the F-15SA Program – Operating Location Riyadh, Conversion Install Facility (CIF) Supply Analyst will serve as a CCA Custodian in addition to assigned ESSMs. The OLR CIF Supply Analyst will serve as the CCA Custodian and be responsible for all required inventories and equipment accountability of stored CCA at AAC. The OLR CIF Supply Analyst will only be responsible to respond to alarms during normal duty hours. After hours alarm responses for the SSF at AAC will be the responsibility of the assigned ESSMs at the Eskan Remote Monitoring Enclave.

3.2 RSAF Security Forces

3.2.1 Security Operations

RSAF Air Police will conduct routine patrols 24 hours a day, 7 days a week, 365-days a year. The patrols will include a physical check of the facility perimeter to include status of the access door padlocks and airshafts each shift to ensure SSF security integrity. Air Police will document all patrols on the patrol log. Patrol log history of all activity will be maintained at the CSCS for a minimum of one year.

During CCA ground transportation outside of flight line operations, RSAF Air Police will provide sufficient and appropriate armed escort to ensure physical security of CCA. The CSCS is responsible for dispatching all RSAF Air Police patrols in exercise and emergency situations.

3.2.2 RSAF Security Forces and SSF Security Personnel

RSAF Air Police and SSF Security Personnel will conduct routine patrols 24 hours a day, 7 days a week, and 365 days a year. The patrols will include a physical check of the facility perimeter to include status of the access door padlocks and airshafts each shift to ensure SSF security integrity.

- a. In the event of a total system failure, RSAF Air Police or SSF Security Personnel will post a minimum of one armed sentry until system operations are reestablished. The sentry must have the capability to communicate with RSAF Air Police SOC, and JMS.
- b. The JMS will document all incidents on the patrol log.
- c. Patrol log history will be maintained at the JMS and will document all activity for a minimum of one year's history.

- d. The base SOC and CSCS are responsible for dispatching all RSAF Air Police patrols and CCA security personnel in exercise and emergency situations.

3.2.3 CCA Storage Facility Access List

A CCA SSF Access List must be developed and maintained by the local RSAF Supply Squadron Commander and ESSM. This list will be used to authenticate authorized personnel who have a valid need to enter the storage facility before being allowed access. If the individual requesting access is not on the access list, they will not be allowed into the secure storage facility. The RSAF Supply Squadron Commander must provide a copy of the access list with the RSAF Air Police and USG ESSM.

For CCA assets stored at Alsalam Aircraft Company, Riyadh, KSA, the CCA SSF Access List will be developed and maintained by the AAC Program Manager and the OLR CIF Supply Analyst.

3.2.4 Secure Storage Facility Access Control

- a. Before the SSF is opened by a designated representative, authentication is coordinated through the CSCS to verify access list authorization and need to enter.
 - 1) 24-hour notification to the RSAF Supply Squadron to access the SSF is required for exercises and/or training missions.
 - 2) Immediate access to the SSF is allowed for combat ops and/or emergency situations.
- b. Individuals who are not on the access list are considered visitors and must sign a visitor log maintained by CSCS for the SSF. At no time shall any visitor be left unescorted, regardless of the purpose of their entry into the facility.
- c. All personnel who enter or exit the SSF shall be subject to an inspection of their hand-carried articles to prevent the introduction of prohibited items and/or the removal of sensitive material. Prohibited items include: cameras, personal cellphones, personal firearms and/or weapons, flammable or explosive items.

3.2.5 Secure Storage Facility Response

An armed RSAF Air Police patrol or SSF Security Personnel will arrive on-site within 5-minutes upon any notification of alarm or intrusion to the SSF or JSSF and surrounding area. Armed security personnel will deploy to intercept intruders, check building intrusion detections and/or search areas after engagements. The RSAF Air Police or SSF security personnel response force will remove all detained intruders from the surrounding area.

- a. In the event of an actual intrusion, the RSAF Air Police Commanding Officer, the HQ RSAF, Chief, Logistics and Supply, and the AAC Program Manager (when applicable) will be notified immediately. The USG ESSM on duty at the JMS will immediately notify the ESSMA. The ESSMA will notify USMTM. Upon notification, the ESSM will be on site at the SSF within one hour (within 2 hours for AAC and PSAB SSF) to conduct an inventory of

all stored assets. The ESSM will be required to provide the ESSMA a report of the inventory to ensure accountability of all stored assets.

b. In the event of a nuisance alarm (NAR) and/or false alarm (FAR) as determined by RSAF Air Police patrol or the CCA security personnel, notification will terminate with the RSAF and USG ESSM. NAR/FAR rates will be documented by the ESSM and the CSCS to determine maintenance actions as needed.

c. Both RSAF and the USG ESSMs, will conduct a 100% inventory of all CCA no later than four (4) hours after the actual intrusion event has been terminated.

3.2.6 Types of Alarms

a. Unannounced Alarm. An unannounced alarm will be handled using the following procedures:

1) In the event a door in secure mode generates an alarm, an RSAF Air Police patrol or CCA Security Personnel will be immediately dispatched and be on-site within 5-minutes to assess the situation and will determine the cause of the alarm, taking appropriate measures to safeguard assets. Upon ensuring physical security of the SSF, RSAF Air Police or SSF Security Personnel will notify the ESSM or OLR CIF Supply Analyst who will be on-site within 1-hour (2-hours for AAC and PSAB) to conduct 100 percent inventory.

2) If the alarm is determined to have been caused by human error RSAF Air Police members or SSF security personnel will detain and identify the individual and determine the reason for the alarm. Once a determination has been made, the responsible party will be positively identified with CSCS and the appropriate action will be taken and documented in the patrol log.

3) If the alarm was caused by human error and the responsible party was not on the access list for the SSF, their immediate supervisor will be contacted and an authorized person will respond. This action will be documented in the patrol log.

b. Tamper Alarms. Tamper Alarms are alarms positioned on several key components of the system and will activate when an attempt is made to gain access to the equipment or cutting or shorting the interconnecting cables. These alarms are normally at locations where the circuitry of the transmission lines joins.

c. False Alarms (FAR). False Alarms are alarms with no known cause. As a general rule Invalid Alarm Rates should not exceed one per 24-hour period per sensor region. Work order should be initiated upon receipt of the second alarm.

d. Nuisance Alarms (NAR). Nuisance Alarms are alarms caused by an influence the sensor was designed to detect such as an animal or an act of nature, but is not related to an intrusion. They may be caused by heavy rains, hail or sleet, ice on the fence, high winds, windblown debris hitting the fence, lightning discharges in close proximity of the sensor, and animals brushing against the fence.

- e. Equipment Communications Failure. Equipment Communications Failure indicates a failure of communication between components has occurred and may be caused by a malicious attempt to circumvent the system. This event requires an IMMEDIATE maintenance response not to exceed 1 hour (2 hours for AAC and PSAB).

3.2.7 Intrusion Detection System Training

RSAF Air Police and CSCS alarm monitors must be trained and certified by ESSMs in order to operate the system in a proficient manner. Individuals will require annual refresher training and certification to maintain proficiency

3.3 USG Electronic Security System Manager Administrator (ESSMA)

- a. The ESSMA is stationed at Eskan Village, Riyadh and is the lead authority for the CCA monitoring and accounting program in KSA. The ESSMA is responsible for ensuring all activity (i.e. CCA activity, SSF access, security system maintenance, alarms (active, false and nuisance), etc.) is reported to the HQ RSAF Directorate of Supply, USMTM AFD, and OSD Policy on a monthly basis.
- b. The ESSMA will update and distribute USG access list as changes occur. Updated list will be forwarded to the appropriate base Supply Squadron Commander, AAC Program Manager, and OLR CIF Supply Analyst.
- c. The ESSMA will notify HQ RSAF, Chief, Logistics and Supply and HQ RSAF Director of Supply (by official correspondence) of delinquent functional checks.
- d. The ESSMA will monitor IDS to ensure the SSF security is meeting USG standards.
- e. The ESSMA validates false and nuisance alarms at site and ensures ESSM maintains logbooks to document any and all alarm notifications: date, time, alarm type and response will be annotated. Logbooks are kept for a minimum of one (1) year and can be done on locally produced forms.
- f. The ESSMA ensures all ESSMs are trained on the IDS used for monitoring SSF assets.
- g. The ESSMA ensures all IDS maintenance requirements are documented and corrections/repairs are made as soon as possible. Local reports will be devised for the purpose of reporting and tracking maintenance actions and must contain at a minimum the following:
 - 1) Nature of the problem.
 - 2) Corrective action underway.
 - 3) Estimated time of repair.
- h. The ESSMA conducts ESSM functional quarterly exercises and requirements designed to test system operational capability. Exercises will be executed in accordance with RSAF

checklists. Documents exercise results and keeps on file for at least one year active and one year inactive to monitor trends.

- i. The ESSMA will continuously monitor the status of IDS training and recommend improvements as appropriate to ESSM Site Manager.
- j. In the event of system failure, the ESSMA will validate checklists actions and facilitate smooth communication between RSAF and ESSMs as well as up-channel necessary information to CHAFD and CHUSMTM.
- k. The ESSMA will prepare, analyze and revise as required: reports, procedures, and policy data, training programs, plans and local directives.
- l. The ESSMA will identify needed requirements for storage to include classified, sensitive, hazardous, flammable and ensuring protection of assets. Additionally, ensures the prevention of deterioration and contaminating effects of light, cold, heat, moisture and destruction of property by insects and vermin.
- m. The ESSMA will manage and monitor SSF access and is responsible for ensuring ESSMs maintaining accountability and accurate inventory in secure storage facility at all times.
- n. The ESSMA will monitor and disseminate Force Protection conditions and changes at Eskan Village and throughout detachments to ESSMs.
- o. In the event a CCA ground transportation vehicle is disabled in transit, the ESSMA will coordinate an alternate transportation vehicle to the location of the disabled vehicle. CCA must be offloaded from the disabled vehicle onto the alternate vehicle before the disabled vehicle can be towed.

3.4 Eskan Village ESSM Site Manager

- a. The ESSM Site Manager will ensure the continued operation of the security system as well as document and report all security system malfunctions, nuisance alarms and active alarms.
- b. The ESSM Site Manager will ensure a responsive ESSM is on call 24 hours a day, seven days a week.
- c. The ESSM Site Manager will validate all false and nuisance alarms at site and ensure ESSMs maintains logbooks to document any and all alarm notifications: date, time, alarm type and RSAF response will be annotated. Logbooks are kept for a minimum of one (3) years and can be done on locally produced forms.
- d. The ESSM Site Manager will handle all general administration issues for ESSMs including maintaining up-to-date recall roster for all ESSMs at Eskan Village and at detachments. Additionally, the ESSM Site Manager will provide manning updates to the ESSMA and coordinate/approve ESSM leave requests and TDYs.

- e. The ESSM Site Manager will ensure all ESSMs are trained on the IDS used for monitoring RSAF assets and conduct initial training, followed by quarterly evaluations comprised of no-notice tests.
- f. The ESSM Site Manager will conduct IDS training while on-duty or in a formal classroom environment or combination of both is acceptable. At a minimum, once trained, the ESSM Site Manager will complete annual refresher training to ensure IDS currency.
- g. If needed, the ESSM Site Manager will temporarily fill ESSM positions in alternate downrange locations or at Eskan Village.
- h. The ESSM Site Manager will maintain Technical Orders and commercial manuals that describe equipment components and operating procedures for the ESS that is in use. Additionally, the ESSM Site Manager will ensure Technical Orders are on hand or can be accessed electronically 24 hours a day.
- i. The ESSM Site Manager will assist in identifying deficiencies within the IDS system and advise RSAF and the ESSMA on necessary action programs to remedy problem areas.
- j. The ESSM Site Manager will ensure ESSMs can sufficiently operate IDS monitors and Video Management Monitors, providing surveillance of the secure storage facilities.
- k. The ESSM Site Manager will be fully trained on the system to include operator, maintainer and administrator roles.
- l. The ESSM Site Manager will review operational status of IDS sensor subsystems on a daily basis. These tests are conducted to ensure annunciation and display segments of the system are functioning correctly.
- m. The ESSM Site Manager will coordinate with maintenance and materiel management functions to ensure sufficient spare parts and maintenance are available to support the ESS equipment and components.
- n. The ESSM Site Manager will be able to troubleshoot, diagnose and repair minor faults and/or malfunctions in the IDS. If necessary, the ESSM Site Manager will coordinate with RSAF Communications Squadron on complicated repairs. If necessary, the ESSM Site Manager will request aid from the servicing maintenance organization for major faults and repairs.
- o. The ESSM Site Manager will develop an IDS training program for RSAF system operators to meet local requirements including detailed blocks of instruction for the ESS he or she is monitoring. This will include but not limited to, all aspects of the system operation (i.e. acknowledging, assessing and responding to alarms, troubleshooting system failures and maintenance procedures).
- p. The ESSM Site Manager will coordinate with maintenance; the activities for placing property on work order for repair, disposal or shipment.

- q. The ESSM Site Manager will determine anticipated workloads and schedules supply activities in accordance with established standards.
- r. The ESSM Site Manager will validate USG access list every 30-days to ensure currency. If there are changes to the access list, ESSMA will be notified immediately.
- s. The ESSM Site Manager will ensure ESSMs conduct all functional checks.
- t. The ESSM Site Manager will ensure all activity is documented (i.e. CCA activity, SSF access, security system maintenance, alarms (active, false and nuisance), etc.) and provided to the ESSMA on a monthly basis.

3.5 USG Electronic System Security Manager

The role of the ESSM will be to ensure the continued operation of the security system as well as document and report all security system malfunctions, nuisance alarms and active alarms. The ESSM will assist RSAF personnel in the day-to-day operation and maintenance of the IDS. Additionally, the ESSM will serve as the equipment custodian of all CCA assets stored in the SSF.

- a. The ESSM will be fully trained on the system to include operator, maintainer, and administrator roles. The ESSM is responsible for training RSAF and CSCS alarm monitors.
- b. The EESSM will document and report all security system maintenance, active false, and nuisance alarms to RSAF Air Police and USMTM on a monthly basis.
- c. The ESSM will conduct an annual Enhanced End of Use Monitoring inventory of CCA assets and provide reports to RSAF and USMTM Air Force Division.
- d. The ESSM is responsible for managing and tracking both serviceable and unserviceable CCA to maintain an account of assigned stock levels.
- e. The ESSM will complete a 100% inventory by serial number of all CCA biannually and provide a report to the ESSMA no later than the 30th of June and December respectively.
- f. The ESSM will ensure unserviceable CCA are properly inspected and packaged prior to any shipment back to CONUS for the Repair and Repair Program.
- g. The ESSM will troubleshoot and repair faults within the IDS system, and is also responsible for maintaining alarm log history for a minimum of one year. The ESSM will review and purge alarm logs every 30 days maintaining a current year's data. The ESSM will conduct monthly analysis of logs for trends, i.e., NAR, FAR, maintenance, and/or faulty equipment.
 - 1) If the fault is beyond ESSM scope of repair, the ESSM will notify ESSMA and coordinate further troubleshooting and maintenance repair actions.

- 2) If the fault is beyond the ESSMA's scope of repair, the ESSM will notify RSAF Air Police or CSCS Alarm Monitors to determine if extensive contracted maintenance is necessary.
- h. The ESSM will access SSF for all removal and return operations. The ESSM will annotate all asset movements in and out of the SSF in a logbook. Logbook is kept for a minimum of one (3) year and can be done on locally produced forms.
- i. The ESSM will be responsible for maintaining routine overall system maintenance and will conduct quarterly functional tests of the electronic security system with RSAF.
- j. The ESSM will troubleshoot and repair faults within the system, and is also responsible for maintaining alarm log history for a minimum of one year. The ESSM will purge alarm logs every 30 days and will conduct analysis of logs for trends, i.e. NAR, FAR, maintenance and/or faulty equipment.
 - 1) If the fault is beyond ESSM scope of repair, the ESSM will notify the ESSMA, and coordinate further troubleshooting and maintenance repair actions.
 - 2) If the fault is beyond the ESSMA's scope of repair, the ESSM will notify RSAF Air Police or CSCS Alarm Monitors to determine if extensive contracted maintenance is necessary.
- k. The ESSM will be responsible for maintaining routine overall system maintenance and will conduct quarterly functional tests of the electronic security system with RSAF and CSCS monitoring personnel.
 - 1) Functional tests are designed to ensure each component of the electronic security system is working at full capability.
 - 2) Functional tests will consist of the following steps:
 - i. The ESSM will coordinate with the Supply Squadron Commander, the RSAF Air Police Squadron Commander, CSCS alarm monitor, and the RSAF ESSM to ensure all required personnel and monitoring stations are aware of the date and time of the functional test.
 - ii. The ESSM will coordinate communication between the alarmed facility, CSCS, and the RME desk.
 - iii. The ESSM will open doors for BMS alarm activation test.
 - iv. The ESSM will access to the SSF to ensure interior sensors are activated.
 - v. The ESSM will verify monitoring stations are tracking the alarmed event through cameras.

- vi. The ESSM will ensure the VMS is recording the alarmed event and allow video playback.
- vii. The ESSM will ensure alarms are acknowledged by the CSCS.
- viii. The ESSM will, upon completion of the functional test, ensure SSF is secured and alarmed.
- ix. The ESSM will perform quarterly functional tests will be documented in a log and kept for a minimum of three (3) years.

3.6 CCA Courier

- a. Couriers are responsible to monitor and account for CCA during transportation. CCA Couriers must be US citizens with a SECRET security clearance. All ESSMs perform CCA Courier duties when the need to transport CCA exists. ESSMs should be used as CCA Couriers whenever possible. Only under extreme circumstances should other qualified people be used as CCA Couriers.
- b. During ground transportation, CCA Couriers shall travel in a convoy with the CCA transportation vehicle in order to maintain accountability throughout transit.
- c. During air transportation, CCA Couriers shall travel in the same aircraft as the CCA in order to maintain accountability throughout transit.
- d. CCA Couriers will contact the ESSMA prior to departure, upon arrival, and immediately upon deviation from preplanned route. In the event of emergency during transportation, CCA Couriers will contact the ESSMA to communicate the nature of the emergency and request specific relief (i.e. alternate vehicle transportation and/or additional CCA Courier support).

3.7 RSAF Supply Squadron

- a. The RSAF Supply Squadron will provide RSAF Air Police an access list of all RSAF personnel who will have authority for escorted physical access.
- b. The RSAF Supply Squadron will validate the access list monthly to ensure up-to-date status and provide updates to RSAF Air Police. Previous versions of the access list will be kept for a minimum of three (3) years.
- c. The RSAF Supply Squadron will maintain the access list used to authenticate authorized personnel who have a valid need to enter the storage facility before being allowed access. Personnel on the access list must be a 7-level avionics technician, supply technician, supply officer, or maintenance expeditor. The personnel on the access list will be authorized as CCA Flight Line Couriers (CCAFLC). CCAFLCs are authorized to bring CCA to and from F-15SA aircraft on the flight line and the SSF.

- d. While accessing and/or transporting CCA in and out of the SSF area, the CCA Flight Line Couriers is the responsible authority for security.
- e. In the event of an F-15SA not returning to its base of departure, the RSAF is required to notify the local ESSM. It is imperative that local ESSMs have an accurate accountability log of how many aircraft are assigned to his location of responsibility and thus it is incumbent upon the RSAF Supply Squadron to ensure the ESSM is kept current on planned and unplanned off station movement.

3.8 HQ RSAF Directorate of Logistics and Supply

- a. HQ RSAF Directorate of Logistics and Supply will provide transportation for all CCA movements between KSA and the US IAW separate F-15SA CCA Transportation Plan maintained by AFLCMC/WWQI F-15SA. Ground transportation requirements includes enclosed, air ride trailers to ensure the safety of CCA assets during ground transportation.
- b. HQ RSAF Directorate of Logistics and Supply will provide transportation for CCA movements in KSA per the SOP instructions.
- c. For all transportation except flight line operations, HQ RSAF Directorate of Logistics and Supply will provide ESSM at base of origin with transportation itinerary 2 weeks prior to movement of CCA.
- d. HQ RSAF Directorate of Logistics and Supply will have available an alternate transportation vehicle on a 1-hour alert status to be dispatched to a disabled CCA transportation vehicle. RSAF will also provide a contact phone number and dispatch authority of the alternate transportation vehicle to the ESSMA. If CCA that is being shipped is too heavy/large to move from the disabled vehicle to the alternate vehicle, RSAF will provide appropriate equipment with the alternate vehicle. For example the AESA Radar Antenna is 4 feet x 4 feet x 4 feet and weighs over 400lbs.
- e. HQ RSAF Directorate of Logistics and Supply will provide all appropriate documentation and coordination information for CCA transportation required by this SOP and the F-15SA CCA Transportation Plan to the ESSMA as prescribed by the appropriate checklist for his approval. The ESSMA retains authority to deny CCA transportation if in his opinion, appropriate measures consistent with the SSA are not in place.

SECTION 4 – ANNEXES

ANNEX 1

GLOSSARY OF REFERENCES AND DEFINITIONS

GLOSSARY

AAC	Alsalam Aircraft Company
AFD	Air Force Division
BMS	Balanced Magnetic Switches
CCA	Critically Controlled Assets
CCAFLC	Critically Controlled Asset Flight Line Courier
CCDE	Command, Control and Display Equipment
CIF	Conversion Installation Facility
CSCS	Central Security Control Station
DTSA	Defense Technology Security Administration
ESSM	Electronic Security Systems Manager
ESSMA	Electronic Security Systems Manager/Administrator
FAR	False Alarms
IDS	Intrusion Detection System
JSSF	Joint Secure Storage Facility
JMS	JSSF Monitoring Station
NAR	Nuisance Alarms
OSD	Office of the Secretary of Defense
RME	Remote Monitoring Enclave
RSAF	Royal Saudi Air Force
SOP	Standard Operating Procedure
SOC	Security Operations Center
SSA	Special Security Agreement
SSF	Secure Storage Facility
USG	United States Government
USMTM	United States Military Training Mission
VMS	Video Management Systems

DEFINITIONS

Access List—Listing of authorized personnel who have access to the Joint Secure Storage Facility.

Alarm Operators—RSAF Air Police personnel manning the JSSF Monitoring Station who are responsible for monitoring the Joint Secure Storage Facility.

Authorized Persons—Personnel who have a need-to-know for information involved and are cleared for the receipt of such information. Responsibility for determining whether a person's duties require that they possess, or have access to, any classified information, and whether they are authorized to receive it, rests upon the Munitions Squadron Commander.

Balanced Magnetic Switch (BMS)—A two-part sensor that generates an alarm condition when a change in the magnetic field between the parts is detected. BMS are usually mounted on a

door and doorframe to detect opening of the door to provide better protection against a defeat attempt than a standard magnetic contact.

Command, Control and Display Equipment (CCDE)—Monitoring system which integrates and controls intrusion detection sensors and alarms for operational use.

Electronic Security Systems Manager (ESSM)—Function held by both an RSAF Munitions Squadron representative and a USG representative. The ESSM is responsible for maintaining the IDS and ensuring RSAF Air Police personnel training and system administration.

Infrared Motion Detector (IMD) —A passive, low power, area protection device that detects a change in ambient temperature within the coverage pattern caused by the movement of a body. Sensor circuitry generates an alarm when a moving object causes a change in radiated energy levels within the coverage area. These units are more sensitive to objects moving across the beam pattern than to objects moving toward the sensor.

Intrusion Detection System (IDS)—An alarm system comprised of intrusion sensors and alarm devices for the purpose of detecting intruders. Typical intrusion detectors include balanced magnetic switches and ultrasonic, infrared, or microwave motion or intrusion sensors.

False Alarms (FAR)—An alarm signal that does not represent a dangerous or unwanted condition, usually caused by some fault or problem in the system.

Joint Secure Storage Facility (JSSF)—Storage facility with two layers of protection consisting of motion sensors, cameras and alarms.

JSSF Monitoring Station (JMS)—This monitoring station is manned 24 hours a day, 7 days a week, 365 days a year, and enables Air Police personnel to remotely monitor alarm systems from its centralized location. Upon alarm activation, the JMS will notify the SOC as required and will record all alarms.

Microwave Sensor—An active intrusion sensor that detects the movement of a person or object through a pattern of microwave energy, recognizing movement within a protected area.

Nuisance Alarms (NAR)—Alarms caused by an influence the sensor was designed to detect such as an animal, an act of nature or an inadvertent action by authorized personnel, but is not related to an intrusion.

Remote Monitoring Enclave (RME)—USG centralized monitoring center for all Paveway IV storage sites at King Fahad AB. This shop is manned 24 hours a day, 7 days a week, 365 days a year, and enables USG personnel to remotely monitor alarm systems from its centralized location. Upon alarm activation, the RME will facilitate communication between the ESSMs located at the respective RSAF base and the USG Access Authority.

Security Operations Center (SOC)—RSAF Air Police's security operations center for the entire base. The SOC is manned 24 hours a day, 7 days a week, 365 days a year, Upon notification of alarm activation from the JMS, the SOC will direct communication and response actions as required.

Tamper Alarms—Devices positioned over key components of the system that activate when unauthorized attempts to gain access and/or reduce functionality of the equipment are detected.

Team Chief—Senior person directing the munitions operation. This person is selected on the basis of rank, leadership ability and technical knowledge.

Unauthorized Person—Any person who is not authorized to have access to specific classified information. Regardless of the degree of clearance, an individual is not authorized access to classified information of any degree without a demonstrated need-to-know.

Video Monitoring System (VMS)—Camera and video monitor system that enable live and recorded viewing of the Joint Secure Storage Facility.

ANNEX 2

CHECKLIST FOR CCA TRANSFER FROM CCA COURIER TO ESSM

This checklist will be run when CCA is accepted and stored at an SSF after being delivered by a CCA Courier. The primary users for this checklist are ESSMs, CCA Couriers, and RSAF Air Police CSCS personnel. ESSMs will verify the operations are being executed in accordance with the checklist. When completing items on the checklist, use initials to identify person accomplishing item.

Date Checklist Executed: _____

Accountable ESSM: _____

2.0 SSF Entry Procedures	CCA Courier	ESSM	CSCS
2.0.1 Physical entry into the SSF is controlled by ESSM.	N/A	<input type="checkbox"/>	N/A
2.0.2 ESSM verifies entry authorization before allowing any individuals' access to the SSF. ESSM will grant access to the CCASSF after ensuring the individual is listed on the current access list.	N/A	<input type="checkbox"/>	N/A
a) Individuals listed on the access list will display their badge.	N/A	<input type="checkbox"/>	N/A
b) Individuals must display all badges above the waist and in clear view at all times.	N/A	<input type="checkbox"/>	N/A
2.0.3 ESSM retrieves access key from high security, combination safe.	N/A	<input type="checkbox"/>	N/A
2.0.4 ESSM notifies CSCS of intent to open SSF.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
a) CSCS ensures sensors and alarms are turned off during SSF access.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
2.0.5 ESSM opens SSF.	N/A	<input type="checkbox"/>	N/A
2.1 CCA Sign In Procedures			
ESSM enters incoming CCA tracking information in SAMIS.	N/A	<input type="checkbox"/>	N/A
a) NSN	N/A	<input type="checkbox"/>	N/A
b) P/N	N/A	<input type="checkbox"/>	N/A
c) Serial number	N/A	<input type="checkbox"/>	N/A
2.2 Transfer CCA from CCA Courier to ESSM			
2.2.1 ESSM physically moves CCA into SSF.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
2.2.2 ESSM fills out 2 hand receipts	N/A	<input type="checkbox"/>	N/A
a) Date/Time	N/A	<input type="checkbox"/>	N/A
b) Name of ESSM accepting CCA	N/A	<input type="checkbox"/>	N/A

c) Name of CCA Courier relinquishing CCA	N/A	<input type="checkbox"/>	N/A
	CCA Courier	ESSM	CSCS
d) CCA identification of each part to be stored	N/A	<input type="checkbox"/>	N/A
1) NSN	N/A	<input type="checkbox"/>	N/A
2) P/N	N/A	<input type="checkbox"/>	N/A
3) Serial number	N/A	<input type="checkbox"/>	N/A
e) Both ESSM signing out CCA and Courier accepting CCA sign hand receipts	<input type="checkbox"/>	<input type="checkbox"/>	N/A
f) File hand receipt in CCA Courier log for 3 years after CCA is signed into destination in SAMIS	<input type="checkbox"/>	<input type="checkbox"/>	N/A
2.3 SSF Exit Procedures			
2.3.1 After outgoing CCA is handed off, ESSM will secure the SSF.	N/A	<input type="checkbox"/>	N/A
a) SSF doors closed and padlocks secured.	N/A	<input type="checkbox"/>	N/A
b) Verify with CSCS that alarms and sensors are engaged and operational	N/A	<input type="checkbox"/>	<input type="checkbox"/>
c) Account for all personnel before leaving the area.	N/A	<input type="checkbox"/>	N/A
d) Return keys to high security, combination safe.	N/A	<input type="checkbox"/>	N/A

ANNEX 3

CHECKLIST FOR SHIPPING UNSERVICEABLE CCA FOR REPAIR AND RETURN

This checklist ensures the proper security, safe transportation and correct processing of CCA as per the RSAF Standard Base Supply System (SBSS) for the Repair and Return Program.

Date Checklist Executed: _____

Accountable ESSM: _____

	CSCS	CCA Custodian	CCA Courier /ESSM	ESSMA
3.0 ESSM notifies and provides an email with the below information to the ESSMA (acknowledge receipt) that he has received an unserviceable CCA item	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>
a) Description	N/A	<input type="checkbox"/>	N/A	N/A
b) National Stock Number (NSN)	N/A	<input type="checkbox"/>	N/A	N/A
c) Part Number	N/A	<input type="checkbox"/>	N/A	N/A
d) Serial Number	N/A	<input type="checkbox"/>	N/A	N/A
e) Source of Repair (SOR) Address	N/A	<input type="checkbox"/>	N/A	N/A
f) Fund Case	N/A	<input type="checkbox"/>	N/A	N/A
g) Cost of repair	N/A	<input type="checkbox"/>	N/A	N/A
3.1 ESSMA will coordinate with RSAF for the logistical movement of unserviceable CCA material NLT 2 weeks prior to the scheduled departure date from KSA to CONUS.	N/A	N/A	N/A	<input type="checkbox"/>
3.1.1 Request and coordinate with the RSAF to obtain air or ground transportation for movement from current CCA location to RSAF desired destination.	N/A	N/A	N/A	<input type="checkbox"/>
3.1.2 ESSMA notifies applicable ESSM of transportation details (i.e. time, date, pickup location and type transportation). ESSM acknowledges receipt of information.	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>
3.2 CCA Check Out Procedures from ESSM to Courier	N/A	N/A	N/A	N/A
3.2.1 ESSM ensure that CCA is properly packaged and palletized (Plastic Pallets or authorized heat treated pallets) prior to shipment.	N/A	<input type="checkbox"/>	N/A	N/A
3.2.2 CCA Custodian documents outgoing unserviceable CCA	N/A	<input type="checkbox"/>	N/A	N/A
a) NSN	N/A	<input type="checkbox"/>	N/A	N/A
b) P/N	N/A	<input type="checkbox"/>	N/A	N/A

c) Serial number	N/A	<input type="checkbox"/>	N/A	N/A
3.3 Transfer CCA Custodian responsibility to CCA Courier/ESSM				
3.3.1 ESSM fills out 2 hand receipts: Annex 12	N/A	<input type="checkbox"/>	N/A	N/A
a) Date/Time	N/A	<input type="checkbox"/>	N/A	N/A
b) Name of Courier/ESSM accepting CCA	N/A	<input type="checkbox"/>	N/A	N/A
c) Name of CCA Custodian signing out CCA	N/A	<input type="checkbox"/>	N/A	N/A
d) Name and point of contact information of RSAF logistics officer responsible for transportation of RSAF shipments.	N/A	<input type="checkbox"/>	N/A	N/A
e) Transportation vehicle identification (i.e. aircraft tail number, truck license plate)	N/A	<input type="checkbox"/>	N/A	N/A
f) CCA identification of each part to be moved	N/A	<input type="checkbox"/>	N/A	N/A
1) NSN	N/A	<input type="checkbox"/>	N/A	N/A
2) P/N	N/A	<input type="checkbox"/>	N/A	N/A
3) Serial number	N/A	<input type="checkbox"/>	N/A	N/A
g) Courier/ESSM sign CCA hand receipts	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A
h) File hand receipt in CCA Courier log for 3 years after CCA is signed into destination	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A
d) Return keys to high security, combination safe.	N/A	<input type="checkbox"/>	N/A	N/A
3.4 Courier/ESSM will physically oversee the loading of CCA aboard the ground/air transportation.	N/A	N/A	<input type="checkbox"/>	N/A
a) Courier/ESSM will accompany CCA item to the point of departure to destination	N/A	N/A	<input type="checkbox"/>	N/A
b) <u>Courier shall have</u> visual contact at all times of CCA while in transit.	N/A	N/A	<input type="checkbox"/>	N/A
c) If the CCA is loaded in a C-130 aircraft, the Courier/ESSM must oversee the loading of subject item within the cargo compartment and know where these assets are located within the aircraft.	N/A	N/A	<input type="checkbox"/>	N/A
3.5 Upon arrival at destination, the ESSM Courier oversees offloading of the CCA from aircraft to ground transportation vehicle.	N/A	N/A	<input type="checkbox"/>	N/A
3.6 The Courier/ESSM will accompany the CCA from the arrival destination to the applicable SSF.	N/A	N/A	<input type="checkbox"/>	N/A
3.7 Transfer CCA from CCA Courier to ESSM	N/A	<input type="checkbox"/>	N/A	N/A
3.7.1 Courier physically moves CCA into SSF.	N/A	<input type="checkbox"/>	N/A	N/A

3.7.2. Receiving ESSM fills out 2 hand receipts	N/A	<input type="checkbox"/>	N/A	N/A
a) Date/Time	N/A	<input type="checkbox"/>	N/A	N/A
b) Name of ESSM accepting CCA	N/A	<input type="checkbox"/>	N/A	N/A
c) Name of CCA Courier relinquishing CCA	N/A	<input type="checkbox"/>	N/A	N/A
d) CCA identification of each part to be stored	N/A	<input type="checkbox"/>	N/A	N/A
1) NSN	N/A	<input type="checkbox"/>	N/A	N/A
2) P/N	N/A	<input type="checkbox"/>	N/A	N/A
3) Serial number	N/A	<input type="checkbox"/>	N/A	N/A
e) Both Courier and receiving ESSM obtain a copy of the hand receipt and file accordingly for 3 years	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A
3.8 ESSM notifies the ESSMA that the item has arrived safely at destination.	N/A	<input type="checkbox"/>	N/A	N/A
3.9 ESSMA forwards data provided in 3.8 above to Repairable Control Center (RCM) Dhahran Depot Supply and to Dhahran Depot Transportation located in building 622 to obtain shipping authorization to CONUS (POC Below). a) TBA, RCM (KAAB) Com: 966-13-330-6666 Ext. 43655, Cell: 966-058-228-0430, Email: depot_rcm@hotmail.com b) Chief Khamis AL-Niffee, Depot Transportation (KAAB), Com: 966-13-330-6666 Ext 43720 Cell: 966-50-0081025 Ext. 121, Email: depotsupply@hotmail.com	N/A	N/A	N/A	<input type="checkbox"/>
3.10 Actions by RSAF Depot Supply (RCM):				
a) RCM Constructs RSAF Form 10-1001 “General Purpose Supply Document” for shipping CCA (Using Document Identifier <u>DSRAC4</u>) to CONUS in the following format: DSRAC4(Julian Date – 4 digits), Serial Number (4 digits): <u>Example DSRAC4-5220-7700</u>	N/A	N/A	N/A	N/A
b) RCM shall ensure validity of each item against the Material Item Repair List (MIRL) prior to shipment.	N/A	N/A	N/A	N/A
c) RCM forwards completed RSAF Form 10-1001 to RSAF Dhahran Depot Supply Transportation Branch for further action.	N/A	N/A	N/A	N/A
d) Once action in 8.17 has been completed by transportation, RCM will forward a report of DCN data to the ESSMA and Warner Robins Transportation.	N/A	N/A	N/A	N/A

3.11 Actions by RSAF Depot Supply (Transportation)				
a) Inspect unserviceable CCA ensuring the following; 1) identification of item, 2) proper packaging, 3) verification against the attached RSAF Form 10-1000, AFTO Form 350 (Reparable Item Processing Tag) and/or RSAF Form 10-4 (RSAF Unserviceable Label).	N/A	N/A	N/A	N/A
<p>b) Depot Transportation will complete and submit a Certificate of Origin (Bear Official Depot Stamp for Customs purposes) to the below personnel in CONUS 10 days prior to aircraft scheduled departure to the US. See note below for further explanation.</p> <p>1) Debra Guyton (FF), Commercial: 910 343 8900 Ext. 121, Email: dguyton@gulfamerican.com 2) Susan Beck (FF), Commercial: 910 343 8900 Ext 121, Email: sbeck@gulfamerican.com 3) Mr. Bradley Schmidt, FMS Coordinator, Phone (302) 677-2314 DSN 445-2304, FAX (302) 677-2899, Location: Dover AFB DE, Email: bradley.schmidt.1@us.af.mil</p> <p><i>Note: The US FF sends Certificate of Origin and a copy of the DSP-85 to the broker who is handling the item at the US Military Air Base. Once the item has cleared by US Customs, the item can then be transported to the US. This will prevent seizure of the item by US Customs.</i></p>	N/A	N/A	N/A	N/A
b) Upon approval of US Customs, the US FF will notify Depot Transportation and the following actions will be initiated.	N/A	N/A	N/A	N/A
<p>(Interim Procedure – RSAF Depot Supply Transportation) Coordinate with KKAB Base Transportation Section (KKAB) to accomplish the below actions.</p> <p>a) Forward all required transportation documentation by Express mail courier through the Warner Robins (WR) WSLO, Dhahran to the WR WSLO at Khamis. Contact information below.</p> <p>1) Greg Gaylor, WR WSLO KAAB, Comm: 966-3-330-2568, Cell: 966-50-570-2036, Email: gbnd4@yahoo.com 2) Tom Riner, WR WSLO KKAB, Comm: 011-966-55-035-7033, Email: khamiswslo@aol.com</p> <p>b) WR WSLO Khamis will hand carry transportation documents to the ESSM KKAB for further processing.</p> <p>Continue with 8.17 c)</p>	N/A	N/A	N/A	N/A

c) Inspect unserviceable CCA ensuring the following; 1) identification of item, 2) proper packaging, 3) verification against the attached RSAF Form 10-1000, AFTO Form 350 (Reparable Item Processing Tag) and/or RSAF Form 10-4 (RSAF Unserviceable Label).	N/A	N/A	N/A	<input type="checkbox"/>
d) Ensure documents in 11.17 c) are placed inside and attached outside of the container IAW standard packaging and shipping procedures.	N/A	N/A	N/A	<input type="checkbox"/>
(Interim Procedure – RSAF Transportation Base Supply) Arrange and provide ground transportation for pickup of CCA at SSF to loading and staging area at airfield on the date, time and location of aircraft arrival at KKAB.	N/A	<input type="checkbox"/>	N/A	N/A
e) Arrange and provide ground transportation at Dhahran Depot Supply for pickup of CCA at SSF KAAB to loading and staging area on the date, time and location of MRTT's arrival at KAAB.	N/A	N/A	N/A	N/A
f) Ensure DCN shipping information (i.e. date shipped, mode of shipment) into Shipment Outbound Book (SOB) for each CCA item. Logbook located at Depot/Base Transportation.	N/A	<input type="checkbox"/>	N/A	N/A
3.12 ESSM documents outgoing unserviceable CCA	N/A	N/A	N/A	N/A
a) NSN	N/A	N/A	N/A	<input type="checkbox"/>
b) P/N	N/A	N/A	N/A	<input type="checkbox"/>
c) Serial number	N/A	N/A	N/A	<input type="checkbox"/>
3.13 Transfer CCA monitor responsibility to CCA Courier escorting CCA to CONUS	N/A	N/A	N/A	<input type="checkbox"/>
11.19.1 ESSM fills out 2 hand receipts Attachment 12.0	N/A	N/A	N/A	<input type="checkbox"/>
a) Date/Time.	N/A	N/A	N/A	<input type="checkbox"/>
b) Name of Courier accepting CCA	N/A	N/A	N/A	<input type="checkbox"/>
c) Name of ESSM signing out CCA	N/A	N/A	N/A	<input type="checkbox"/>
d) Name of RSAF logistics officer responsible for transportation POC Information:	N/A	N/A	N/A	<input type="checkbox"/>
e) Transportation vehicle identification (i.e. aircraft tail number, truck license plate)	N/A	N/A	N/A	<input type="checkbox"/>
f) CCA identification of each part to be moved	N/A	N/A	N/A	<input type="checkbox"/>
1) NSN	N/A	N/A	N/A	<input type="checkbox"/>

2) P/N	N/A	N/A	N/A	<input type="checkbox"/>
3) Serial number	N/A	N/A	N/A	<input type="checkbox"/>
g) Both ESSM signing out CCA and Courier accepting CCA sign hand receipts	N/A	N/A	N/A	<input type="checkbox"/>
h) ESSM shall provide a scanned copy of Attachment 10 to ESSMA, RCM, WR Transportation.	N/A	N/A	N/A	<input type="checkbox"/>
i) File hand receipt in CCA Courier log for 3 year after CCA is signed into destination	N/A	N/A	N/A	<input type="checkbox"/>
3.14 Courier will physically oversee the loading of CCA aboard the ground/air transportation.	N/A	N/A	<input type="checkbox"/>	N/A
a) Courier will accompany the CCA items from the SSF (KAAB Avionics POD Shop) to the Staging/Loading area awaiting the RSAF MRTT flying to CONUS.	N/A	N/A	<input type="checkbox"/>	N/A
b) <u>Courier shall have</u> visual contact at all times of CCA while in transit to the cargo staging/loading area at the airfield while awaiting the RSAF MRTT.	N/A	N/A	<input type="checkbox"/>	N/A
c) The Courier must oversee the loading of CCA within the cargo compartment aircraft until these assets are completely secure and the doors on the cargo compartment have been secured.	N/A	N/A	<input type="checkbox"/>	N/A
d) The Courier upon landing at the Military offload destination in CONUS (Normally, Dover AFB DE); the Courier is responsible for the CCA until signed over to the Dover AFB Classified Material Storage Representative. Retain copy of receipt on file for two years.	N/A	N/A	<input type="checkbox"/>	N/A

ANNEX 4

CHECKLIST FOR SSF ENTRY AND CCA TRANSFER TO CCA COURIER FOR TRANSPORTATION

Purpose: This checklist is part of the Critically Controlled Assets Security Standard Operating Procedure for RSAF operations. Please refer to the Standard Operating Procedures Section 6 for definitions of terms and acronyms in this checklist. This checklist is to ensure CCA security monitoring operations in place for signing out CCA from a SSF and transferring their control to a USG CCA Courier for transportation purposes. This checklist will be run when CCA are being accessed for general movement of CCA between SSFs and within KSA for return to OEM for maintenance. The primary users for this checklist are ESSMs, USG CCA Couriers, and RSAF Air Police CSCS personnel. ESSMs will verify the operations are being executed in accordance with the checklist. When completing items on the checklist, use initials to identify person accomplishing item.

Date Checklist Executed: _____
Accountable ESSM: _____

4.0 Notification Procedures	RSAF Supply	ESSM	CSCS	CCA Courier
4.0.1 RSAF Supply supervisor or Supply Officer notifies ESSM of intention to move CCA within KSA NLT 2 weeks prior.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
a) RSAF provides ESSM identification of part to be moved.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
1) NSN	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
2) P/N	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
3) Serial number	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
b) RSAF provides destination information	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
1) ESSM ensures SSF exists at destination	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
c) RSAF provides transportation mode/timing/route/destination /driver's phone/alternate vehicle location/alternate vehicle contact number	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
d) ESSM identifies cleared USG CCA Courier	N/A	<input type="checkbox"/>	N/A	N/A
1) Relay plan to ESSMA for approval 10 days prior to move	N/A	<input type="checkbox"/>	N/A	N/A
e) Obtain ESSMA approval for movement plan	N/A	<input type="checkbox"/>	N/A	N/A
4.1 SSF Entry Procedures	N/A		N/A	N/A
4.1.1 Physical entry into the SSF is controlled by ESSM.	N/A	<input type="checkbox"/>	N/A	N/A

4.1.2 ESSM verifies entry authorization before allowing any individuals' access to the SSF. ESSM will grant access to the SSF after ensuring the individual is listed on the current access list.	N/A	<input type="checkbox"/>	N/A	N/A
a) Individuals listed on the access list will display their badge.	N/A	<input type="checkbox"/>	N/A	N/A
b) Individuals must display all badges above the waist and in clear view at all times.	N/A	<input type="checkbox"/>	N/A	N/A
4.1.3 ESSM retrieves access key from high security, combination safe.	N/A	<input type="checkbox"/>	N/A	N/A
4.1.4 ESSM notifies CSCS of intent to open SSF.	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A
a) CSCS ensures sensors and alarms are turned off during SSF access.	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A
4.2 CCA Check Out Procedures	N/A	N/A	N/A	N/A
ESSM documents outgoing CCA	N/A	<input type="checkbox"/>	N/A	N/A
a) NSN	N/A	<input type="checkbox"/>	N/A	N/A
b) P/N	N/A	<input type="checkbox"/>	N/A	N/A
c) Serial number	N/A	<input type="checkbox"/>	N/A	N/A
4.3 Transfer CCA monitor responsibility to CCA Courier	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>
ESSM fills out 2 hand receipts: Annex 12	N/A	<input type="checkbox"/>	N/A	N/A
a) Date/Time	N/A	<input type="checkbox"/>	N/A	N/A
b) Name of Courier accepting CCA	N/A	<input type="checkbox"/>	N/A	N/A
c) Name of ESSM signing out CCA	N/A	<input type="checkbox"/>	N/A	N/A
d) Name of RSAF logistics officer responsible for transportation	N/A	<input type="checkbox"/>	N/A	N/A
e) Transportation vehicle identification (i.e. aircraft tail number, truck license plate)	N/A	<input type="checkbox"/>	N/A	N/A
f) CCA identification of each part to be moved	N/A	<input type="checkbox"/>	N/A	N/A
1) NSN	N/A	<input type="checkbox"/>	N/A	N/A
2) P/N	N/A	<input type="checkbox"/>	N/A	N/A
3) Serial number	N/A	<input type="checkbox"/>	N/A	N/A
g) Both ESSM signing out CCA and Courier accepting CCA sign hand receipts	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>
h) File hand receipt in CCA Courier log for 3 years after CCA is signed into destination	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>
4.4 SSF Exit Procedures	N/A	N/A	N/A	N/A
After outgoing CCA is handed off, ESSM will secure the SSF.	N/A	<input type="checkbox"/>	N/A	N/A

a) SSF doors closed and padlocks secured.	N/A	<input type="checkbox"/>	N/A	N/A
b) Verify with CSCS that alarms and sensors are engaged and operational	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A
	RSAF Supply	ESSM	CSCS	CCA Courier
c) Account for all personnel before leaving the area.	N/A	<input type="checkbox"/>	N/A	N/A
d) Return keys to high security, combination safe.	N/A	<input type="checkbox"/>	N/A	N/A

ANNEX 5

CHECKLIST FOR SSF ENTRY FOR EXCHANGE OF CCA UNSERVICEABLE ASSET

Purpose: This checklist is part of the Critically Controlled Assets Security Standard Operating Procedure for RSAF operations. Please refer to the Standard Operating Procedures for definitions of terms and acronyms in this checklist. This checklist is to ensure CCA security monitoring operations in place and to prevent an accidental alarm notification. This checklist will be run when CCA are being accessed for the exchange of a CCA unserviceable asset for a serviceable asset. The primary users for this checklist are ESSMs, RSAF Air Police CSCS personnel, and RSAF Supply personnel. When completing items on the checklist, use initials to identify person accomplishing item.

Date Checklist Executed: _____

Accountable ESSM: _____

5.0 Notification Procedures	RSAF Supply	ESSM	CSCS
5.0.1 RSAF Supply supervisor or Supply Officer notifies ESSM of need for spare CCA and provides tail number and parking spot of aircraft requiring maintenance.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
5.0.2 RSAF Supply receive coordination approval from ESSM prior to removing CCA from aircraft.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
a) All CCA exchanges will occur at the SSF.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
b) Time of exchange must be agreed upon prior to CCA being removed from aircraft.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
c) CCA removed from aircraft and immediately transported directly to SSF with no delays or other stops by RSAF CCAFLC.	<input type="checkbox"/>		N/A
d) In event of a cannibalization of CCA assets due to no availability of spares in the supply system, the RSAF shall request from ESSM approval and provide the aircraft tail numbers and serial number of the assets involved. It is recommended that the unserviceable part is brought to the SSF for processing after it is removed from the aircraft.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
e) The GOLDesp system should reflect the physical change of the CCA asset (serial number) on the appropriate aircraft tail number.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
f) The ESSM will notify the ESSMA of the aircraft tail and serial number changes involved in the maintenance action.	N/A	<input type="checkbox"/>	N/A
5.1 SSF Entry Procedures			
5.1.1 Physical entry into the SSF is controlled by ESSM.	N/A	<input type="checkbox"/>	N/A
5.1.2 ESSM verifies entry authorization before allowing any individuals' access to the SSF. ESSM will grant access to the SSF after ensuring the individual is listed on the current access list.	N/A	<input type="checkbox"/>	N/A
a) Individuals listed on the access list will display their badge.	N/A	<input type="checkbox"/>	N/A
b) Individuals must display all badges above the waist and in clear view at all times.	N/A	<input type="checkbox"/>	N/A

	RSAF Supply	ESSM	CSCS
5.1.3 ESSM retrieves access key from high security, combination safe.	N/A	<input type="checkbox"/>	N/A
5.1.4 ESSM notifies CSCS of intent to open SSF.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
a) CSCS ensures sensors and alarms are turned off during SSF access.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
5.1.5 ESSM opens SSF.	N/A	<input type="checkbox"/>	N/A
5.2 CCA Exchange Procedures			
5.2.1 RSAF CCAFLC gives CCA needing to be exchanged to ESSM.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
5.2.2 ESSM documents incoming CCA	N/A	<input type="checkbox"/>	N/A
a) NSN	N/A	<input type="checkbox"/>	N/A
b) P/N	N/A	<input type="checkbox"/>	N/A
c) Serial number	N/A	<input type="checkbox"/>	N/A
d) Aircraft tail number from which CCA is returning	N/A	<input type="checkbox"/>	N/A
5.2.3 ESSM secures incoming CCA in storage.	N/A	<input type="checkbox"/>	N/A
5.2.4 ESSM identifies outgoing CCA.	N/A	<input type="checkbox"/>	N/A
5.2.5 ESSM documents outgoing CCA	N/A	<input type="checkbox"/>	N/A
a) NSN	N/A	<input type="checkbox"/>	N/A
b) P/N	N/A	<input type="checkbox"/>	N/A
c) Serial number	N/A	<input type="checkbox"/>	N/A
d) Aircraft tail number to which CCA is going	N/A	<input type="checkbox"/>	N/A
5.2.6 ESSM removes outgoing CCA from storage.	N/A	<input type="checkbox"/>	N/A
5.2.7 ESSM gives outgoing CCA to RSAF CCAFLC.	N/A	<input type="checkbox"/>	N/A
5.3 SSF Exit Procedures			
5.3.1 After outgoing CCA is handed off, ESSM will secure the SSF.	N/A	<input type="checkbox"/>	N/A
a) SSF doors closed and padlocks secured.	N/A	<input type="checkbox"/>	N/A
b) Verify with CSCS that alarms and sensors are engaged and operational	N/A	<input type="checkbox"/>	<input type="checkbox"/>
c) Account for all personnel before leaving the area.	N/A	<input type="checkbox"/>	N/A
d) Return key to high security, combination safe.	N/A	<input type="checkbox"/>	N/A

ANNEX 6

CHECKLIST FOR PLANNED DEPLOYMENT LOCATION INSIDE AND OUTSIDE KSA (NOT AT A RSAF AIRFIELD).

This checklist is part of the Critically Controlled Assets Security Standard Operating Procedure for RSAF Deployed Air Operation out of an airfield that does not have a USAF certified CCA SSF. Please refer to the Standard Operating Procedures for definitions of terms and acronyms in this checklist. This checklist will be run when the RSAF is deployed at an airfield located inside or outside KSA, no USAF certified CCA SSF located at the airfield, and an unserviceable asset on the deployed aircraft. . The primary users for this checklist are RSAF Maintenance Personnel, ESSMA, and ESSM. When completing items on the checklist, use initials to identify person accomplishing item.

Date Checklist Executed: _____

Accountable ESSM: _____

6.0 RSAF Officer in Charge (OIC) of Aircraft Deployment Notifies ESSMA of Upcoming Deployment for the development of a contingency plan to deliver CCA items needed during the deployment and to maintain the security requirements during delivery and return of CCA items.	RSAF OIC for Deployed Aircraft	ESSMA	ESSM	CCA Courier
6.0.1 Officer in charge of deployed aircraft is responsible for ensuring security of aircraft 24/7 at deployed location. No unauthorized personnel should have access to any RSAF aircraft at any time.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
6.1 If Maintenance Identifies an Unserviceable CCA Item on the F-15SA at Deployed Airfield Location the RSAF OIC for deployed aircraft has two options. Option (1). Fly in replacement aircraft and fly the partial mission aircraft home or fly the aircraft home with the main body after the deployment. Option (2). Fly in serviceable CCA to the deployment location by RSAF military air which requires a US citizen with secret clearance to escort CCA aboard the military aircraft.	<input type="checkbox"/>	N/A	N/A	N/A
6.1.2 Officer in charge of deployment notifies ESSMA of unserviceable CCA item and address which option he has selected in order to get the aircraft back to 100 percent mission capable or swap the aircraft out.	<input type="checkbox"/>	N/A	N/A	N/A
6.1.3 If OIC of deployed aircraft decides Option 1 to <u>swap out the aircraft</u> , the ESSMA will notify the ESSM/CCA Courier at the squadron's home base the expected arrival time of the aircraft with the unserviceable asset. The procedures in Annex 5.0 SSF entry for exchange of CCA unserviceable asset will be followed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.1.4 If the OIC of deployed aircraft selects Option 2, <u>Fly in a serviceable CCA to the deployment location</u> . The OIC will coordinate the following with the RSAF at home base and provide to the ESSMA the following information.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
a) Date and time (L) the ground transportation will pick up the serviceable CCA item.	<input type="checkbox"/>	<input type="checkbox"/>		
b) Date and time the military aircraft will load the CCA item aboard the military transport.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
c) Estimated take off time of the military transport	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
d) ETA to deployed location	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
e) Estimated take off time to return to ESSMs home base.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
f) Estimated arrival of military transport to home base KSA.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
g) Date and time ground transportation will be available to transport unserviceable asset back to the CCA SSF.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
6.1.5 ESSMA will pass to OIC of deployed aircraft the name of the CCA escort. The ESSMA will pass on the information the OIC of deployed aircraft provided to the ESSM/CCA Courier.	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2 ESSM/ CCA Courier will follow checklist procedures under Annex 12, SSF Entry and CCA Transfer to CCA Courier for Transportation.	N/A	N/A	<input type="checkbox"/>	<input type="checkbox"/>
6.3 CCA Courier will travel with CCA in sight to military aircraft loading area.	N/A	N/A	N/A	<input type="checkbox"/>
6.4 CCA Courier will watch loading of the CCA and board aircraft when once the item is secured and doors closed.	<input type="checkbox"/>	N/A	N/A	<input type="checkbox"/>
6.5 CCA will call ESSMA the aircraft departure time.		N/A	N/A	<input type="checkbox"/>
6.6 Upon arrival at the deployed airfield the CCA Courier will sign over the serviceable CCA to the RSAF.	<input type="checkbox"/>	N/A	N/A	<input type="checkbox"/>
6.7 The CCA Courier will sign for the unserviceable CCA item.	N/A	N/A	N/A	<input type="checkbox"/>
6.8 The CCA Courier will notify ESSMA and ESSM the departure time of the aircraft from the deployed location and provide the ETA.	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>
6.9 Upon arrival at home base the CCA Courier will call the ESSMA and ESSM .	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.10 CCA Courier will watch unloading of CCA item from the aircraft to the ground transportation.	N/A	N/A	N/A	<input type="checkbox"/>
6.11 CCA Courier will keeps CCA on ground transportation in sight until secure in the CCA SSF.	N/A	N/A	N/A	<input type="checkbox"/>

ANNEX 7

CCA COURIER CHECKLIST FOR GROUND VEHICLE BREAKDOWN IN TRANSIT

This checklist is part of the Critically Controlled Asset Security Standard Operating Procedure for RSAF operations. Please refer to the Standard Operating Procedures for definitions of terms and acronyms in this checklist. This checklist is to ensure safe transportation of CCA and facilitate appropriate accountability IAW SSA. This checklist will be run when CCA being transported within KSA via ground based vehicle is disabled. The primary role players for this checklist are the CCA Couriers and ESSMA. ESSMA will verify the operations are being executed in accordance with the checklist. When completing items on the checklist, use initials to identify person accomplishing item.

Date Checklist Executed: _____

Accountable ESSM: _____

	CCA Courier	ESSMA
7.0 CCA Courier notify ESSMA of disabled vehicle location and nature of problem	<input type="checkbox"/>	N/A
7.0.1 Maintain accountability of CCA while ESSMA coordinates recovery plan	<input type="checkbox"/>	N/A
7.1 ESSMA contact RSAF Logistics and coordinate for replacement truck to pick up CCA	N/A	<input type="checkbox"/>
7.2 ESSMA determine if replacement CCA Courier is needed and dispatch replacement if required	N/A	<input type="checkbox"/>

ANNEX 8

CCA COURIER CHECKLIST FOR AIRCRAFT DIVERT IN TRANSIT

This checklist is part of the Critically Controlled Asset Security Standard Operating Procedure for RSAF operations. Please refer to the Standard Operating Procedures for definitions of terms and acronyms in this checklist. This checklist is to ensure safe transportation of CCA and facilitate appropriate accountability IAW SSA. This checklist will be run when CCA being transported within KSA via aircraft diverts. The primary role players for this checklist are the CCA Couriers and ESSMA. ESSMA will verify the operations are being executed in accordance with the checklist. When completing items on the checklist, use initials to identify person accomplishing item.

Date Checklist Executed: _____

Accountable ESSM: _____

	CCA Courier	ESSMA	N/A
8.0 CCA Courier notify ESSMA of aircraft divert location	<input type="checkbox"/>		
<p>8.0.1 Determine appropriate course of action based on estimated time of departure and assessment of whether to leave CCA on aircraft, coordinate for alternative transportation or seek local storage. The following options are available:</p> <p>1) If divert delay is going to be short, CCA Courier should stay with aircraft until it departs and delivers CCA to destination SSF.</p> <p>2) If divert delay is going to be long, ESSMA can coordinate for alternative transportation with RSAF Logistics. This would most likely require a replacement CCA Courier as the original CCA Courier will have been constantly accounting for transitory CCA for significant time when the alternative transportation arrives to resume CCA movement.</p> <p>3) If divert delay is going to be long and no alternative transportation is available and there is a local SSF available, the transitory CCA may be stored there.</p> <p>4) If divert delay is going to be long and no immediate alternative transportation is available or desired and a local SSF does not exist, the ESSMA must coordinate for soonest possible alternative transportation and dispatch relief CCA Courier to assist in monitoring until transitory CCA can be moved by either the original aircraft or alternative transportation.</p>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
8.1 If CCA Courier can reasonably maintain accountability during short term divert and continue CCA Courier responsibilities until	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

arrival at destination SSF, then CCA Courier maintains accountability through delivery.			
8.2 If CCA Courier cannot reasonably maintain accountability during long term divert and alternative transportation can be coordinated, execute 10.3a-c	N/A	<input type="checkbox"/>	<input type="checkbox"/>
a) ESSMA coordinates with RSAF Logistics to arrange alternate ground or air transportation.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
b) ESSMA coordinates for relief CCA Courier, if practical, to assume accounting responsibilities and dispatches him.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
c) ESSMA communicates new game plan to CCA Courier.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
8.3 If CCA Courier cannot reasonably maintain accountability during long term divert, no alternate transportation is available and there is a local SSF, execute 10.4a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) ESSMA contact local ESSM to store transitory CCA in SSF.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
1) Ensure local ESSM arrange for transportation of transitory CCA from aircraft to SSF.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
2) Upon arrival of transitory CCA at SSF, reference checklist 2.0 CCA Transfer From CCA Courier to ESSM for storage.	<input type="checkbox"/>	N/A	<input type="checkbox"/>
8.4 If CCA Courier cannot reasonably maintain accountability during long term divert, no immediate alternate transportation is available and there is no local SSF, execute 10.5a-b	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) ESSMA must coordinate for relief CCA Courier to be dispatched to divert location	N/A	<input type="checkbox"/>	<input type="checkbox"/>
1) Upon arrival, relief CCA Courier will coordinate with original CCA Courier to determine monitoring shifts to maintain 24-hour accountability of transitory CCA	<input type="checkbox"/>	N/A	<input type="checkbox"/>
b) ESSMA will coordinate for alternate transportation as soon as possible and communicate anticipated timeline to in place CCA Couriers	N/A	<input type="checkbox"/>	<input type="checkbox"/>

ANNEX 9

F-15SA DIVERT PROCEDURES

This checklist is part of the Critically Controlled Assets Security Standard Operating Procedure for RSAF operations. Please refer to the Standard Operating Procedures for definitions of terms and acronyms in this checklist. This checklist is to ensure CCA security monitoring operations in place during an unplanned F-15SA divert. The primary users for this checklist are ESSMs and ESSMA. USG ESSMs will verify the operations are being executed in accordance with the checklist.

Date Checklist Executed: _____

Accountable ESSM: _____

	RSAF Supply	Originating base ESSM	ESSMA	Divert base ESSM
9.0 RSAF Notifies Originating base ESSM of unplanned F-15SA divert	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
a) Aircraft tail numbers	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
b) Name/rank of all diverting pilots and WSOs	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
c) Divert location	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
d) Estimated time of arrival at divert location	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
e) Estimated time of delay at divert location	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
f) If divert is nonmilitary, RSAF Air Police dispatch plan	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
1) Location from where RSAF Air Police are to be dispatched	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
2) Time when RSAF Air Police will arrive at aircraft	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
9.1 Originating base ESSM contact ESSMA and pass divert plan.	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A
9.1.1 ESSMA record diverted aircraft information on Eskan monitoring facility Diverted Aircraft Log	N/A	N/A	<input type="checkbox"/>	N/A
9.1.2 If divert location has SSF, ESSMA notify local ESSM of aircraft arrival and pass divert plan.	N/A	N/A	<input type="checkbox"/>	<input type="checkbox"/>
a) Originating and Divert base ESSMs record diverted aircraft information onto Annex 10 Diverted Aircraft Log	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>
9.1.3 If divert location does not have SSF, originating base ESSM record diverted aircraft information onto Annex 10 Diverted Aircraft Log	N/A	<input type="checkbox"/>	N/A	N/A
9.2 RSAF Supply notify originating base ESSM of divert aircraft takeoff for return to originating base	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
9.2.2 Originating base ESSM update ESSMA as appropriate when aircraft return to originating base	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A

[illegible]

ANNEX 11
CCA SIGN IN/OUT LOG TEMPLATE

This log is used to manually track CCA that is signed out from a SSF for ESSM equipment accountability.

Date/Time	Printed ESSM Name	NSN, P/N, Serial #	Destination/ Coming from	Reason	Signature

ANNEX 12
CCA TRANSFER HAND RECEIPT

CRITICALLY CONTROLLED ASSET TRANSFER HAND RECEIPT			
ISSUED TO: SIGNATURE	DATE/TIME:	ISSUED BY: SIGNATURE	
ISSUED TO: NAME, GRADE	ISSUED BY: NAME, GRADE		
RSAF LOGISTICS OFFICER: NAME, RANK, CONTACT PHONE NUMBER/E-MAIL:			
TRANSPORTATION VEHICLE: (AIRCRAFT TYPE, TAIL NUMBER/TRUCK LICENSE PLATE)			
ITEM DESCRIPTION:	SERIAL NO:	NSN:	P/N:
ENSURE BOTH ISSUER AND RECIPIENT RECEIVE IDENTICAL HAND RECEIPTS HAND RECEIPT MUST BE RETAINED BY ISSUER AND RECIPIENT FOR 1 YEAR			

ANNEX 13
RSAF AIR POLICE PATROL LOG

Printed Names of Air Police Personnel	Date/Time of Patrol Shift	Incidents <i>(Provide details of all incidents occurred during the shift. If nothing substantial to report, enter NSTR.)</i>	Signatures

ANNEX 14
SSF ELECTRONIC SECURITY SYSTEM QUARTERLY FUNCTIONAL CHECKS

14.0 Notification Procedures	Yes	No
NOTE: This checklist is to verify the Electronic Security System (ESS) functions as designed.		
14.0.1 Did RSAF and USG ESSM schedule the quarterly test at least one (1) week in advance? Coordination with the following organizations and individuals is required:	<input type="checkbox"/>	<input type="checkbox"/>
a) RSAF Air Police JMS	<input type="checkbox"/>	<input type="checkbox"/>
b) RSAF Munitions Control	<input type="checkbox"/>	<input type="checkbox"/>
14.0.2 Munitions Control coordinates with JMS to ensure all personnel are authorized for SSF access.		
a) Ensure munitions personnel are available.	<input type="checkbox"/>	<input type="checkbox"/>
14.0.3 SSF keys must be kept in separate, high security combination safes after USG ESSM confirms permission for entry with ESSMA, and notified RME.		
a) Keys are acquired for functional test	<input type="checkbox"/>	<input type="checkbox"/>
14.0.4 The ESSMs, munitions team and Air Police patrol team will assemble at SSF on the date and time of the functional test.		
a) ESSMs ensure open communication is sufficient between teams at the SSF, Munitions Control.	<input type="checkbox"/>	<input type="checkbox"/>
b) ESSMs will verify Air Police is monitoring the SSF at the JMS through the exterior cameras.	<input type="checkbox"/>	<input type="checkbox"/>
14.0.5 Munitions team and ESSM open the SSF doors to test BMS alarms.	<input type="checkbox"/>	<input type="checkbox"/>
a) JMS verifies alarm is activated, notifies Munitions Control and ESSMs.	<input type="checkbox"/>	<input type="checkbox"/>
14.0.6 Munitions team will enter SSF to verify internal volumetric and infrared sensors and interior cameras are operational.	<input type="checkbox"/>	<input type="checkbox"/>
a) ESSMs will verify JMS is monitoring SSF through the interior cameras.	<input type="checkbox"/>	<input type="checkbox"/>
b) JMS will verify internal alarms are activated, notifies Munitions Control and ESSMs.	<input type="checkbox"/>	<input type="checkbox"/>
14.0.7 JMS ensures the VMS is recording the functional test.	<input type="checkbox"/>	<input type="checkbox"/>
14.0.8 Any delays, faults or malfunctions in the system must be annotated in a log by ESSMs.	<input type="checkbox"/>	<input type="checkbox"/>

14.0.9 After functional test is complete, Munitions Team Chief and USG ESSMs will secure the facility:		
a) Ensure access doors are closed and padlocks secured.	<input type="checkbox"/>	<input type="checkbox"/>
b) JMS & RME verify alarms and sensors are secured and operational.	<input type="checkbox"/>	<input type="checkbox"/>
c) Account for all personnel before leaving the area.	<input type="checkbox"/>	<input type="checkbox"/>
14.0.10 Keys returned to separate high security combination safes.	<input type="checkbox"/>	<input type="checkbox"/>

ANNEX 15

REAL WORLD ALARM NOTIFICATION AND RESPONSE

This checklist specifies actions taken by both the USG ESSM at the downrange location and the ESSMs located at the USMTM Remote Management Enclave at Eskin Village. This checklist will be run when a real world alarm notification activates due to potential hostile threat accessing the SSF. The primary role players for this checklist are the RSAF and USG ESSMs and the Eskin Village ESSM and ESSMA. Both RSAF and USG ESSMs will verify the operations are being executed in accordance with the checklist.

15.0 ESSM Notification Procedures	Yes	No
NOTE: This checklist is to identify USMTM communication requirements for a real world alarm notification.		
15.0.1 USG ESSM receives notification from RSAF ESSM on real world alarm.	<input type="checkbox"/>	<input type="checkbox"/>
15.0.2 ESSM verifies the following information:		
a) RSAF SOC has been notified and Air Police patrols have responded to alarm and are either on scene or en-route to JSSF.	<input type="checkbox"/>	<input type="checkbox"/>
b) RSAF ESSM will notify leadership chain, to include Access Authority	<input type="checkbox"/>	<input type="checkbox"/>
15.0.3 RSAF and USG ESSM access JMS to monitor Air Police response procedures.	<input type="checkbox"/>	<input type="checkbox"/>
15.0.4 ESSMs verify SSF keys are secured in separate high security safes.	<input type="checkbox"/>	<input type="checkbox"/>
15.0.5 USG ESSM notifies Eskin Village RME and passes along the following information:		
a) Date and time of alarm notification	<input type="checkbox"/>	<input type="checkbox"/>
b) SSF threat level	<input type="checkbox"/>	<input type="checkbox"/>
c) Number of hostiles and if armed	<input type="checkbox"/>	<input type="checkbox"/>
d) Air Police response team status	<input type="checkbox"/>	<input type="checkbox"/>
15.0.6 USG ESSM sustains communication with Eskin Village RME until alarm response terminates.	<input type="checkbox"/>	<input type="checkbox"/>
15.0.7. RSAF and USG ESSM execute SSF inventory, documenting quantity and serial numbers to ensure 100% accountability.	<input type="checkbox"/>	<input type="checkbox"/>

a) Any discrepancies require immediate recount, if discrepancies still exist, USG ESSM updates ESSMA.	<input type="checkbox"/>	<input type="checkbox"/>
15.0.7. USG ESSM annotates alarm notification in log book.	<input type="checkbox"/>	<input type="checkbox"/>
15.1 Eskan Village Notification Procedures		
15.1.1 Eskan Village ESSM notifies ESSMA upon alarm notification.	<input type="checkbox"/>	<input type="checkbox"/>
15.1.2 Eskan Village ESSM documents alarm notification and the following relevant information	<input type="checkbox"/>	<input type="checkbox"/>
a) Date and time of alarm notification	<input type="checkbox"/>	<input type="checkbox"/>
b) SSF threat level	<input type="checkbox"/>	<input type="checkbox"/>
c) Number of hostiles and if armed	<input type="checkbox"/>	<input type="checkbox"/>
d) Air Police response team status	<input type="checkbox"/>	<input type="checkbox"/>
15.1.3 ESSMA notifies CHUSMTM/Air Force Division (CHAFD) on real world alarm notification and response.	<input type="checkbox"/>	<input type="checkbox"/>
a) Documents any inventory discrepancies and updates CHAFD.	<input type="checkbox"/>	<input type="checkbox"/>
b) CHAFD updates CHUSMTM or designated representative on real world alarm notifications and/or inventory discrepancies.	<input type="checkbox"/>	<input type="checkbox"/>
15.1.4 Eskan Village RME continues to monitor RSAF actions and USG ESSM until situation resolves.	<input type="checkbox"/>	<input type="checkbox"/>

ANNEX 16
RSAF AIR POLICE CCA SOP REVIEW ROSTER

RSAF Air Police personnel signing below have read and understand CCA Security SOPs.

Printed Names/Rank of Air Police Patrol	Date/Time of Patrol	Incidents	Signatures

ANNEX 17
RSAF APPROVED CCAFLC LIST

This log is used to provide ESSM names of approved Critically Controlled Asset Flight Line Couriers.

Name/Rank of CCAFLC	Training Date	Supervisor's Name/Rank

**PAVEWAY IV AND STAND OFF WEAPONS
SECURITY STANDARD OPERATING PROCEDURES
FOR
SECURED STORAGE FACILITIES
*ROYAL SAUDI AIR FORCE
KINGDOM OF SAUDI ARABIA***

August 30,2017

APPROVED/CERTIFIED BY:

(b)(6)

Administration Office
of the Under Secretary of Defense for Policy

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SECTION 1.0 – CONCEPT OF OPERATIONS

This concept of operations provides a basic overview of the Standard Operating Procedures (SOP) for the transportation and storage of Paveway IV munitions and Stand of Weapons (SOW) to be stored in Secure Storage Facilities (SSF) throughout the Kingdom of Saudi (KSA). The SOPs described in this document are in addition to, not in lieu of existing classified handling procedures. It covers the requirements for the SSF to include facility requirements, the proper operation of the Intrusion Detection System (IDS), and the execution of associated manpower roles and responsibilities. The SOP defines security procedures to monitor, protect and secure the SSF for SOW and Paveway IV munitions during storage and use such as routine maintenance, training, exercises, inventory, chain of custody, military missions and/or national contingencies. Overall responsibility for security at the SSF lies with the HQ RSAF Directorate of Armament and Munitions.

OVERVIEW

- A) Background Information
- B) Monitoring Station Layout Diagram
- C) SOP Checklists
- D) Secure Storage Facility Description
- E) Personnel Roles and Responsibilities
- F) IDS Layout
- G) IDS Component Description

A. Background Information

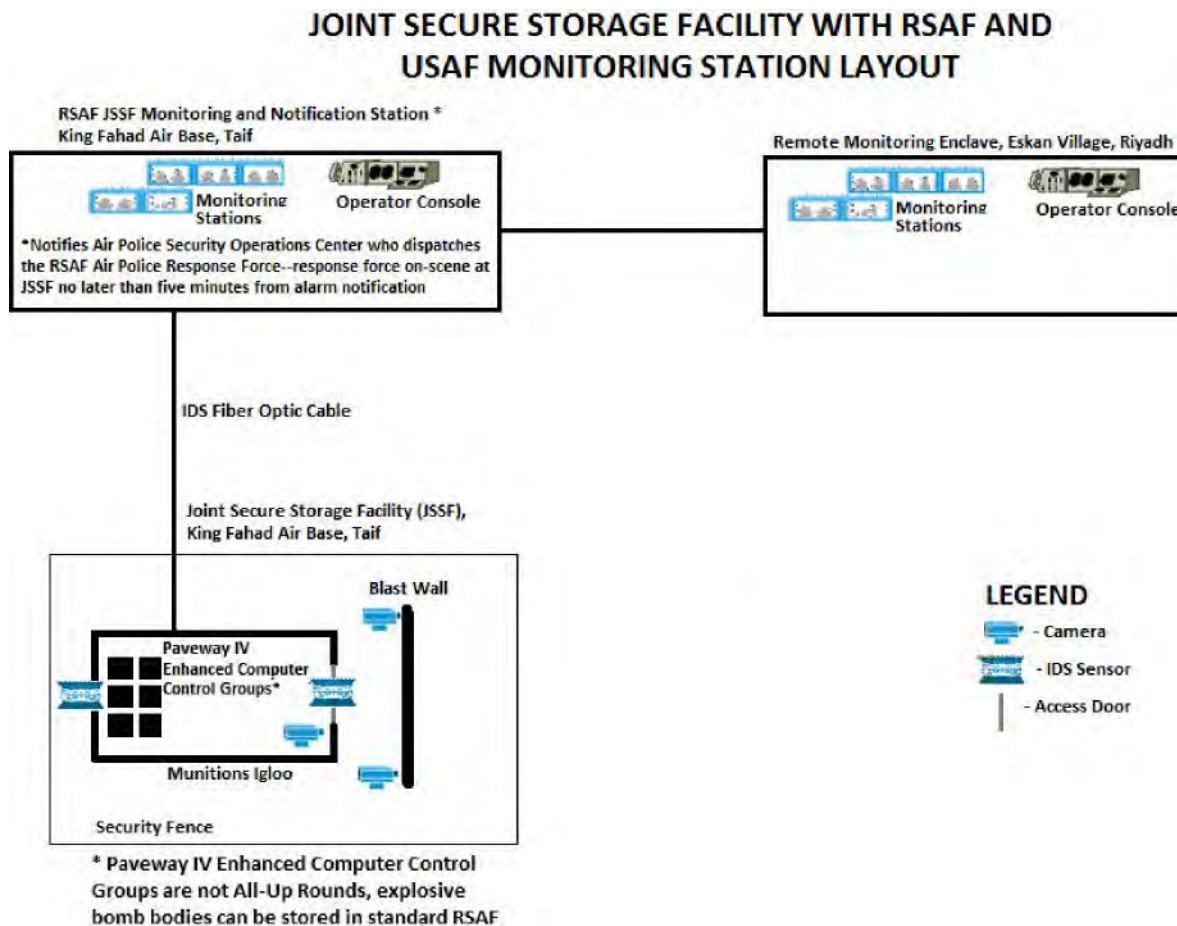
A Special Security Agreement (SSA) signed by senior authorities of the United States Government (USG) and the Government of the KSA requires the Royal Saudi Air Force (RSAF) to establish and maintain very high security standards in the use and storage of advanced U.S.-origin technology weapons transferred to KSA.

Small Diameter Bomb I (SDB), Standoff Land Attack Missile Expanded Response (SLAM-ER), Joint Standoff Weapon-C (JSOW-C), and Harpoon Block II with Coastal Targeting Suppression (CTS) will hereafter be collectively referred to as Stand Off Weapons (SOW).

This SOP will be reviewed and certified annually by the RSAF and the USG. The RSAF and the USG will mutually review, certify, and update this SOP in order to maintain the security assurances agreed upon between the two nations in the SSA. Reviews, certifications, and updates will occur during scheduled annual reviews or whenever either party deems necessary.

The approval authority for RSAF and USG recommended changes is the Office of the Secretary of Defense, Defense Technology Security Administration (OSD/DTSA). Once OSD/DTSA approves SOP changes, it will issue the new SOP which replaces the previous version of this SOP. OSD/DTSA will provide the approved SOP to United States Military Training Mission (USMTM) / Air Force Division (AFD) for distribution to RSAF and other USG entities.

B. Monitoring Station Layout Diagram



C. SOP Checklist

The checklists included in this SOP standardize and specify personnel responsibilities, security standards, and maintenance of the IDS. They address both RSAF and USG personnel actions. The checklists address the following areas:

1. SSF access for routine maintenance and training, emergency and combat operations
2. Munitions movement for combat operations and training
3. Munitions deployment for combat operations and training
4. IDS Quarterly functional checks
5. Real world alarm notification and response

D. Secure Storage Facility Description

The Secure Storage Facility (SSF) will be constantly monitored by Electronic Security System Manager (ESSM) personnel at Eskan Village, Riyadh to ensure accountability of SOW and Paveway IV. The SSF must continually have power and communication capability to ensure the Eskan Village monitoring facility and RSAF Air Police Central Security Control Station (CSCS) have constant, uninterrupted visual monitoring capability. Keys to the SSF will be stored in a

General Services Administration (GSA) Approved Class 6 security container (safe) accessible only to USG personnel. One key to the SSF will be maintained at the Remote Monitoring Enclave (RME) on Eskan Village and one key will be maintained by the ESSM collocated at the SSF. Facility requirements are further defined in Section 2.1 of this document.

The SSF will be constructed of concrete and steel and have communication capability to enable increased electronic security monitoring inherent to the IDS and to ensure accountability of SOW and Paveway IV. The SSF entryway will consist of a double steel door secured with a high-security, anti-corrosive, key-operated padlock and hasp. Keys to the SSF will be stored in separate, high-security combination safes. Air vents into the facility must be properly barred with reinforcing bar (REBAR) to prevent unauthorized access. Required exterior and interior lighting and cameras must be operational at all times.

E. Personnel Roles and Responsibilities

The ESSM, RSAF Munitions Squadron Commander, and RSAF Air Police, functions are all critical to ensuring SOW and Paveway IV security requirements are met on a daily basis. ESSMs will handle overall operation of the IDS, carry out training, inventory management, and conduct administrative and IDS maintenance functions. Each ESSM can conduct IDS training for RSAF Air Police personnel, who will serve as alarm operators in the CSCS at each SSF. Additionally, each ESSM has the ability to perform minor maintenance and troubleshooting on the IDS in the event of a fault or malfunction. Finally, each ESSM will conduct and document functional tests of the IDS on a regular basis to ensure the system is operating as designed.

RSAF and USG will appoint a primary ESSM for monitoring operations. USG ESSMs will handle overall operation of the IDS, carry out training, inventory management, administrative and maintenance functions. RSAF ESSMs will perform monitoring operations and liaise with RSAF Munitions Squadron and Air Police. As such, an ESSM will not perform the duties of the other ESSM, or be able to relieve the other ESSM of their respective responsibilities. ESSM can conduct IDS training for RSAF Air Police personnel, who serve as alarm operators in the SSF Joint Monitoring Station (JMS). Additionally, each ESSM has the ability to perform minor maintenance and troubleshooting on the IDS in the event of a fault or malfunction. This capability will facilitate IDS operations. Finally, each ESSM will conduct and document functional tests of the IDS on a regular basis to ensure the system is operating as designed.

ESSMs will also work closely with RSAF Air Police and SSF security personnel on a daily basis, as they are responsible for the physical security of the SOW and Paveway IV. RSAF Air Police and SSF security personnel will act as Electronic Security System (ESS) alarm operators, which requires them to operate the IDS and perform electronic and personal surveillance of the SSF to detect and prevent intrusion threats. RSAF Air Police and SSF security personnel located at the CSCS will monitor the SSF through cameras and sensors installed within the storage facilities. RSAF Air Police and SSF security personnel will also conduct routine patrols of the SSF, physically inspecting access doors, padlocks, and other physical aspects of the structure. In the event of an intrusion by a threat to the SSF, RSAF Air Police and/or SSF security personnel will be on-site within 5-minutes and communicate the threat to the Air Police security desk or the CSCS who will notify the ESSM on duty. The ESSM will be onsite within 1 hour (2 hours for conversion install facility) to conduct an inventory to identify any loss. Unaccounted items will be reported to USMTM for further investigation. In the event of an intrusion by threat to the

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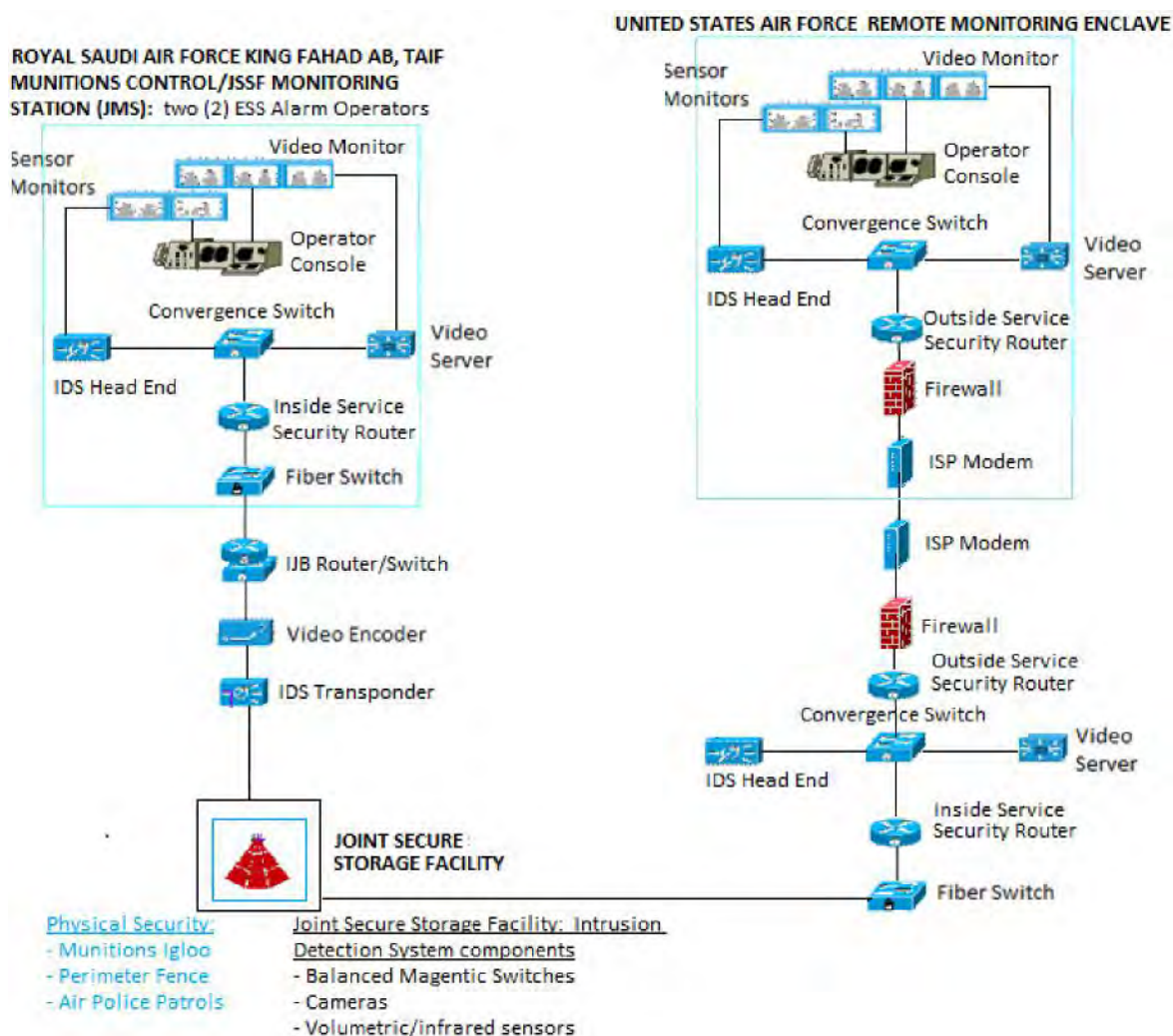
SSF, RSAF Air Police will be on site within 5 minutes and communicate the threat to Munitions Control who will notify wing leadership.

The RSAF Munitions Squadron Commander is responsible for all actions of personnel assigned to the RSAF Munitions Squadron who will carry out actions in accordance with the procedures outlined in this SOP, and notify the HQ RSAF Director of the Armament and Munitions which is the overall Directorate responsible for security at the SSF. Specifically, the RSAF Munitions Squadron is responsible for SSF access and will authorize personnel who have officially demonstrated a need for access. The RSAF Munitions Squadron will compile and maintain an access list which contains the names of all personnel authorized to access the SSF. The RSAF Munitions Squadron must provide a copy of the access list to the RSAF Air Police and USG ESSM. The RSAF Munitions Squadron will update the access list as necessary and ensure there is at most only one valid version of the access list. The RSAF Munitions Squadron will serve as the primary officer responsible for enforcing security requirements when assets are entering/exiting the SSF for any reason (i.e., training, combat ops, maintenance).

The RSAF will request access from the Approval Authority to access the SSF for SOW and Paveway IV issue. The ESSM will be available to grant access during normal duty hours once access is approved but NLT 24 hours from access approval. Access to the SSF will require both RSAF and USG ESSM approval; both the RSAF and the USG ESSM must be present to access the SSF once the Approval Authority has approved access.

F. IDS Layout

The following IDS Layout graphic depicts the relationships between IDS components.



G. Intrusion Detection System Component Description

The IDS is a security alarm system comprised of intrusion sensors and alarm annunciation devices that monitor for suspicious activity and alerts the system and/or network administrator when such activity is detected. The IDS will alert Air Police and CSCS Security alarm operators at the JMS to take action and communicate the necessary response to the Security Operations Center (SOC) in the event of an alarm. The IDS is divided into two sections: Command, Control and Display Equipment (CCDE) located in the JMS and cameras and sensors located in and around the SSF.

1. The IDS will consist of the following types of sensors designed to detect intrusion:

a. Balanced Magnetic Switch. A two-part sensor usually mounted on a door and doorframe, it generates an alarm condition when a change in the magnetic field between the parts is detected.

b. Closed Circuit Television. Cameras installed exterior and interior in the SSF directly connected to the video server and display monitors in the CSCS.

c. Infrared Motion Detectors. A low power area protection device that detects a change in temperature within the coverage pattern caused by the movement of a body. The sensor generates an alarm when a moving object causes a change in radiated energy levels within the coverage area.

d. Tamper Alarms. Installed over sensitive components necessary for IDS function, will generate an alarm if any access to these components is detected.

e. Volumetric Alarms. Designed to detect movement within the alarmed area, as opposed to the detection of perimeter penetrations.

2. The Command, Control and Display Equipment are comprised of the following components:

a. Annunciator. A device that signals a change of protection zone status in a security system, usually in the form of audible and/or visual signals.

b. Video Display Monitors. Viewing screens connected to SSF cameras allowing alarm operators a live feed to perform surveillance.

c. Video Server. Computer based device that performs recording, storage and playing of the video stream from the SSF cameras.

SECTION 2 – SECURITY REQUIREMENTS

2.1 Facility Requirements for the SSF

- a. The SSF site will have necessary grading to enable proper drainage and erosion control. Utilities including power, communications/fiber optic cabling to the main base must be installed. The SSF will be a concrete structure, with no visible interior/exterior cracks or signs of water damage.
- b. SSF doors will be double doors and consist of steel (solid or filled).
- c. The door will be secured with two anti-corrosion, key-operated high-security padlocks and two high-security hasps.
- d. Exterior security requirements:
 - 1) The SSF will be bounded by a two meter, chain link fence around the perimeter.
 - 2) Exterior building and door lighting systems will be present to ensure sufficient lighting to cover the front entrance of the facility.
 - 3) The SSF will have a concrete cap to cover the earthen layer and provide erosion control.
 - 4) Existing air vents will be barred with a minimum of nine-gauge rebar and attachment points will be welded or strengthened to prevent access and/or removal.
- e. Interior security requirements:
 - 1) A floodlight system will be installed to the ceiling of the SSF to ensure adequate lighting inside the building.
 - 2) The floodlights will have an IR sensor and will automatically and immediately illuminate upon any access into the SSF.

2.2 Manpower

ESSM responsibilities are executed by the RSAF and USG. The ESSM function will have operator, maintainer, training and administrative responsibilities for the IDS. The RSAF and USG ESSMs will be available 24 hours a day, 7 days a week, and 365 days a year.

- a. Alarm Operators are RSAF Air Police or SSF security personnel who are responsible for maintaining surveillance of assigned sectors, monitoring sensor status and activations, controlling cameras capability and assessing all alarms emanating from the shelters.
 - 1) RSAF will staff the base's JMS to ensure uninterrupted (non-stop) coverage 24 hours a day, 7 days a week, and 365 days a year.

- 2) RSAF and SSF security personnel will take lead on quarterly functional tests in conjunction with ESSM.
- b. Air Police armed response teams will consist of two or more members, equipped with weapons and appropriate ammunition. Teams must also have capability to communicate with the RSAF Air Police SOC, JMS and Munitions Control.
 - 1) The RSAF Air Police Commanding Officer for the SSF Security Personnel are responsible for deploying armed response teams to detected intrusions and alarms.
 - 2) In the event of intrusion or alarm notification, RSAF Air Police or SSF security personnel will provide an immediate on-site armed response within 5-minutes.

2.3 Intrusion Detection System

The IDS is capable of integrating multiple Force Protection technologies into a single point providing situational awareness and control. This system serves as the central processing system for all the sensors, displays, controllers and other technologies operating as part of the system. The system includes automation and is scalable and tailorable to specific site requirements. A technical review of the IDS will be jointly conducted by RSAF and USG security officials at least every five (5) years.

- a. Command, Control, and Display Equipment (CCDE) will be comprised of an annunciator alarm display screens and viewing monitors. CCDE are located within the RSAF Air Police JMS and within the SSF Security Personnel CSCS.
 - 1) Each station will be staffed by operators capable of monitoring all aspects of the IDS. Video camera views can be depicted on any combination of monitors from a single desktop to multiple large screens. This supports scalability to tailor the system to specific site requirements, including number and configuration of operator stations.
 - 2) Cameras with the capability for short-range day/night surveillance and assessment will be utilized. Cameras will be capable of assessing intrusions (by operator viewing image) when alerted by sensors and depending on range, determine the number, activity, behavior and equipment of intruders.
 - 3) Interior Sensors will be installed at the SSF. The employed sensors are Balanced Magnetic Switch (BMS) at the door and either infrared or microwave sensors inside the SSF.
 - 4) Field Distribution Boxes (FDBs) will be used for cameras and sensors and installed with tamper alarms.
 - 5) Video Management System (VMS) will be used for video storage/playback and immediate visual assessment. Recorded video is stored digitally on the video server hard drive. Recorded data will be held for a minimum of 30 days.

- 6) Tamper alarms will be installed at all junction boxes, CCDE consoles, equipment rooms, pull boxes and Field Distribution Box(s).
- c. IDS sensors have adjustable sensitivity levels. Sensitivity of the system will be determined by RSAF and USG ESSM.

2.4 Deployed Facility Security Requirements

A deployed SSF that does not meet the requirements outlined in section 4.0 of this SOP is not permitted. If the need for forward basing is anticipated, the RSAF must construct a facility at the forward location that meets all predefined requirements before it will be authorized by the USG to store SOW and Paveway IV munitions.

SECTION 3 – GENERAL RESPONSIBILITIES

To ensure the safeguarding of SOW and Paveway IV all personnel listed below are responsible for ensuring appropriate procedures are followed at all times. Personnel are required to be intimately familiar with this SOP and attachments that will be used at all times when handling SOW and Paveway IV munitions. Physical copies of checklists should be printed and readily available for use by all personnel who act in the roles described in this section. Each member involved must ensure they have checklists available for immediate and unanticipated use.

3.1 Access Authority

The Access Authority for SOW and Paveway IV munitions is the governing official who has overarching command of the SOW and Paveway IV program in KSA. Access Authority is a Flag or General officer from both RSAF and USG who through cooperative efforts ensure SOW and Paveway IV munitions are stored in accordance with the SOP. The access authority responsibility is currently assigned to the Chief, United States Military Training Mission (CHUSMTM) to KSA. If the CHUSMTM is not available, access authority will be delegated to the Chief, Air Force Division, USMTM.

3.2 RSAF Security Operations

3.2.1 RSAF Security Forces and SSF Security Personnel

RSAF Air Police and SSF Security Personnel will conduct routine patrols 24 hours a day, 7 days a week, and 365 days a year. The patrols will include a physical check of the facility perimeter to include status of the access door padlocks and airshafts each shift to ensure SSF security integrity.

- a. In the event of a total system failure, RSAF Air Police or SSF Security Personnel will post a minimum of one armed sentry until the system operations are reestablished. The sentry must have the capability to communicate with the RSAF Air Police SOC, JMS and Munitions Control.
- b. The JMS will document all incidents on the patrol log.
- c. Patrol log history will be maintained at the JMS and will document all activity for a minimum of one year's history.
- d. The base SOC and CSCS are responsible for dispatching all RSAF Air Police patrols and security personnel in exercise and emergency situations.

3.2.2 Secure Storage Facility Access List

An SSF Access List must be developed and maintained by the local RSAF Munitions Squadron Commander and ESSM. This list will be used to authenticate authorized personnel who have a valid need to enter the storage facility before being allowed access. If the individual requesting access is not on the access list, they will not be allowed into the secure storage facility. The RSAF Munitions Squadron Commander must provide a copy of the access list to the RSAF Air Police and the USG ESSM.

3.2.3 Secure Storage Facility Access Control

- a. Before the SSF is opened by a designated representative, authentication is coordinated through Munitions Control and/or CSCS to verify access list authorization and need to enter.
 - 1) 24-hour notification to Munitions Control to access the SSF is required for exercises and/or training missions.
 - 2) Immediate access to the SSF is allowed for combat ops and/or emergency situations.
- b. Individuals who are not on the access list are considered visitors and must sign a visitor log maintained by CSCS for SSF and Munitions Control for SSF. At no time shall any visitor be left unescorted, regardless of the purpose of their entry into the facility.
- c. All personnel who enter or exit the SSF shall be subject to an inspection of their hand-carried articles to prevent the introduction of prohibited items and/or the removal of sensitive material. Prohibited items include: cameras, personal cellphones, personal firearms and/or weapons, flammable or explosive items.

3.2.4 Secure Storage Facility Response

An armed RSAF Air Police patrol or SSF Security Personnel will arrive on-site within 5-minutes upon any notification of alarm or intrusion to the SSF and surrounding area. Armed security personnel will deploy to intercept intruders, check building intrusion detections and/or search areas after engagements. The RSAF Air Police or SSF security personnel response force will remove all detained intruders from the surrounding area.

- a. In the event of an actual intrusion, the RSAF Air Police Commanding Officer, the HQ RSAF, Chief, Logistics and Supply, will be notified immediately. The USG ESSM on duty at the JMS will immediately notify the ESSMA. The ESSMA will notify USMTM. Upon notification, the ESSM will be on site at the SSF within one hour (within 2 hours for PSAB SSF) to conduct an inventory of all stored assets. The ESSM will be required to provide the ESSMA a report of the inventory to ensure accountability of all stored assets.
- b. In the event of a nuisance alarm (NAR) and/or false alarm (FAR) as determined by RSAF Air Police patrol or the SSF security personnel, notification will terminate with the RSAF and USG ESSM. NAR/FAR rates will be documented by the ESSM and the CSCS to determine maintenance actions as needed.
- c. Both RSAF, the USG ESSMs, will conduct a 100% inventory of all SOW and Paveway IV no later than four (4) hours after the actual intrusion event has been terminated.

3.2.5 Types of Alarms

- a. Unannounced Alarm. An unannounced alarm will be handled using the following procedures:

- 1) In the event a door in secure mode generates an alarm, an RSAF Air Police patrol or SSF Security Personnel will be immediately dispatched and be on-site within 5-minutes to assess the situation and will determine the cause of the alarm, taking appropriate measures to safeguard assets. Upon ensuring physical security of the SSF, RSAF Air Police or SSF Security Personnel will notify the ESSM who will be on-site within 1-hour (2-hours for PSAB) to conduct a 100 percent inventory.
 - 2) If the alarm is determined to have been caused by human error RSAF Air Police members or SSF security personnel will detain and identify the individual and determine the reason for the alarm. Once a determination has been made, the responsible party will be positively identified with CSCS or Munitions Control, the appropriate action will be taken and documented in the patrol log. If the alarm was caused by human error and the responsible party was not on the access list for the SSF, their immediate supervisor will be contacted and an authorized person will respond. This action will be documented in the patrol log.
- b. Tamper Alarms. Tamper Alarms are alarms positioned on several key components of the system and will activate when an attempt is made to gain access to the equipment or cutting or shorting the interconnecting cables. These alarms are normally at locations where the circuitry of the transmission lines joins.
- c. False Alarms (FAR). False Alarms are alarms with no known cause. As a general rule Invalid Alarm Rates should not exceed one per 24-hour period per sensor region. Work order should be initiated upon receipt of the second alarm.
- d. Nuisance Alarms (NAR). Nuisance Alarms are alarms caused by an influence the sensor was designed to detect such as an animal or an act of nature, but is not related to an intrusion. They may be caused by heavy rains, hail or sleet, ice on the fence, high winds, windblown debris hitting the fence, lightning discharges in close proximity of the sensor, and animals brushing against the fence.
- e. Equipment Communications Failure. Equipment Communications Failure indicates a failure of communication between components has occurred and may be caused by a malicious attempt to circumvent the system. This event requires an IMMEDIATE maintenance response not to exceed 1 hour (2 hours for PSAB).

3.2.6 Intrusion Detection System Training

RSAF Air Police and CSCS alarm monitors must be trained and certified by ESSMs in order to operate the system in a proficient manner. Individuals will require annual refresher training and certification to maintain proficiency

3.3 USG Electronic Security System Manager Administrator (ESSMA)

- a. The ESSMA is stationed at Eskan Village, Riyadh and is the lead authority for SOW and Paveway IV monitoring and accounting program in KSA. Responsible for ensuring all activity (i.e. Paveway IV activity, SSF access, security system maintenance, alarms (active, false and nuisance), etc.) is reported to the HQ RSAF Directorate of Armament and Munitions, USMTM AFD, and OSD Policy on a monthly basis.
- b. ESSMA will update and distribute USG access list as changes occur. Updated list will be forwarded to the appropriate base Munitions Squadron Commander.
- c. ESSMA will notify HQ RSAF, Chief, Logistics and Supply and HQ RSAF Director of Armament and Munitions (by official correspondence) of delinquent functional checks.
- d. ESSMA will monitor IDS to ensure the SSF security is meeting USG standards.
- e. Validates false and nuisance alarms at site and ensures ESSM maintains logbooks to document any and all alarm notifications: date, time, alarm type and response will be annotated. Logbooks are kept for a minimum of one (1) year and can be done on locally produced forms.
- f. Ensures all ESSMs are trained on the IDS used for monitoring SSF assets.
- g. Ensures all IDS maintenance requirements are documented and corrections/repairs are made as soon as possible. Local reports will be devised for the purpose of reporting and tracking maintenance actions and must contain at a minimum the following:
 - 1) Nature of the problem.
 - 2) Corrective action underway.
 - 3) Estimated time of repair.
- h. Conducts ESSM functional quarterly exercises and requirements designed to test system operational capability. Exercises will be executed in accordance with RSAF checklists. Documents exercise results and keeps on file for at least one year active and one year inactive to monitor trends.
- i. Continuously monitors the status of IDS training and recommend improvements as appropriate to ESSM Site Manager.
- j. In the event of system failure, validates checklists actions and facilitate smooth communication between RSAF and ESSMs as well as up-channel necessary information to CHAFD and CHUSMTM.
- k. Prepares, analyzes and revises as required: reports, procedures, and policy data, training programs, plans and local directives.

- l. Identifies needed requirements for storage to include classified, sensitive, hazardous, flammable and ensuring protection of assets. Additionally, ensures the prevention of deterioration and contaminating effects of light, cold, heat, moisture and destruction of property by insects and vermin.
- m. Manage and monitor ECCG access and is responsible for ensuring ESSMs maintaining accountability and accurate inventory in secure storage facility at all times.
- n. Monitors and disseminates Force Protection conditions and changes at Eskan Village and throughout detachments to ESSMs.

3.4 Eskan Village ESSM Site Manager

- a. Ensure the continued operation of the security system as well as document and report all security system malfunctions, nuisance alarms and active alarms.
- b. Ensures a responsive ESSM is on call 24 hours a day, seven days a week.
- c. Validates all false and nuisance alarms at site and ensures ESSM maintains logbooks to document any and all alarm notifications: date, time, alarm type and RSAF response will be annotated. Logbooks are kept for a minimum of one (1) year and can be done on locally produced forms.
- d. Handles all general administration issues for ESSMs. Maintains up-to-date recall roster for all ESSMs at Eskan Village and at detachments. Provides manning updates to ESSMA, coordinates and approve ESSM leave requests and TDYs.
- e. Ensures all ESSMs are trained on the IDS used for monitoring RSAF assets. Conducts initial training, followed by quarterly evaluations comprised of no-notice tests.
- f. Conduct IDS training while on-duty or in a formal classroom environment or combination of both is acceptable. At a minimum, once trained, will complete annual refresher training to ensure IDS currency.
- g. If needed, temporarily fill ESSM positions in alternate downrange locations or at Eskan Village.
- h. Maintains Technical Orders and commercial manuals that describe equipment components and operating procedures for the ESS that is in use. Ensures Technical Orders are on hand and can be accessed electronically 24 hours a day.
- i. Assists in identifying deficiencies within the IDS system and advises RSAF and ESSMA on necessary action programs to remedy problem areas.
- j. Ensures ESSMs can sufficiently operate IDS monitors and Video Management Monitors, providing surveillance of the secure storage facilities.

- k. Will be fully trained on the system to include operator, maintainer and administrator roles.
- l. Reviews operational status of IDS sensor subsystems on a daily basis. These tests are conducted to ensure annunciation and display segments of the system are functioning correctly.
- m. Coordinates with maintenance and materiel management functions to ensure sufficient spare parts and maintenance are available to support the ESS equipment and components.
- n. Able to troubleshoot, diagnose and repair minor faults and/or malfunctions in the IDS. If necessary, will coordinate with RSAF Communications Squadron on complicated repairs. If necessary, requests aid from the servicing maintenance organization for major faults and repairs.
- o. Develop an IDS training program for RSAF system operators to meet local requirements. Develops detailed block of instruction for the ESS he or she is monitoring. This will include but not limited to, all aspects of the system operation (i.e. acknowledging, assessing and responding to alarms, troubleshooting system failures and maintenance procedures).
- p. Coordinates with maintenance; the activities for placing property on work order for repair, disposal or shipment.
- q. Determines anticipated workloads and schedules supply activities in accordance with established standards.
- r. Will validate USG access list every 30-days to ensure currency. If there are changes to the access list, ESSMA will be notified immediately.
- s. Will ensure ESSMs conduct all functional checks.
- t. Will ensure all activity is documented (i.e. Paveway IV activity, SSF access, security system maintenance, alarms (active, false and nuisance), etc.) to the ESSMA on a monthly basis.

3.5 USG Electronic System Security Manager

The role of the ESSM will be to ensure the continued operation of the security system as well as document and report all security system malfunctions, nuisance alarms and active alarms. The ESSM will assist RSAF personnel in the day-to-day operation and maintenance of the IDS.

- a. The ESSM will be fully trained on the system to include operator, maintainer, and administrator roles. The ESSM is responsible for training RSAF and CSCS alarm monitors.
- b. The EESM will document and report all security system maintenance, active false, and nuisance alarms to RSAF Air Police and USMTM on a monthly basis.

- c. The ESSM will conduct an annual Enhanced End of Use Monitoring inventory of SOW and Paveway IV assets and provide reports to RSAF and USMTM Air Force Division.
- d. The ESSM will troubleshoot and repair faults within the IDS system, and is also responsible for maintaining alarm log history for a minimum of one year. The ESSM will review and purge alarm logs every 30 days maintaining a current year's data. The ESSM will conduct monthly analysis of logs for trends, i.e., NAR, FAR, maintenance, and/or faulty equipment.
 - 1) If the fault is beyond ESSM scope of repair, the ESSM will notify ESSMA and coordinate further troubleshooting and maintenance repair actions.
 - 2) If the fault is beyond the ESSMA's scope of repair, the ESSM will notify RSAF Air Police or CSCS Alarm Monitors to determine if extensive contracted maintenance is necessary.
- h. Access SSF for all removal and return operations. Annotates all asset movements in and out of the SSF in a logbook. Logbook is kept for a minimum of one (1) year and can be done on locally produced forms.
- i. The ESSM will be responsible for maintaining routine overall system maintenance and will conduct quarterly functional tests of the electronic security system with RSAF.
- j. The ESSM will troubleshoot and repair faults within the system, and is also responsible for maintaining alarm log history for a minimum of one year. The ESSM will purge alarm logs every 30 days and will conduct analysis of logs for trends, i.e. NAR, FAR, maintenance and/or faulty equipment.
 - 1) If the fault is beyond ESSM scope of repair, the ESSM will notify the ESSMA, and coordinate further troubleshooting and maintenance repair actions.
 - 2) If the fault is beyond the ESSMA's scope of repair, the ESSM will notify RSAF Air Police or CSCS Alarm Monitors to determine if extensive contracted maintenance is necessary.
- k. The ESSM will be responsible for maintaining routine overall system maintenance and will conduct quarterly functional tests of the electronic security system with RSAF and CSCS monitoring personnel.
 - 1) Functional tests are designed to ensure each component of the electronic security system is working at full capability.
 - 2) Functional tests will consist of the following steps:
 - i. ESSM will coordinate with Munitions Squadron Commander, the RSAF Air Police Squadron Commander, CSCS alarm monitor, and the RSAF ESSM to ensure all required personnel and monitoring stations are aware of the date and time of the functional test.

- ii. Coordinate communication between the alarmed facility, Munitions Control, CSCS, and the RME desk.
- iii. Open doors for BMS alarm activation test.
- iv. Personnel enter the SSF to ensure interior sensors are activated.
- v. Verify monitoring stations are tracking the alarmed event through cameras.
- vi. Ensure the VMS is recording the alarmed event and allow video playback.
- vii. Alarms must be acknowledged by Munitions Control or CSCS.
- viii. Upon completion of the functional test, ensure SSF is secured and alarmed.
- ix. Perform quarterly functional tests will be documented in a log and kept for a minimum of one year.

3.6 Munitions Squadron Commander

- a. Responsible for all required actions assigned to the Munitions Squadron.
 - b. Ensures HQ RSAF is provided current access lists for all personnel who will have authority for physical access.
 - c. Validates access lists every 30-days to ensure currency. If there are changes to the access list, a new letter must be generated and approved by the Munitions Squadron Commander. Previous versions of the access list will be kept by Munitions Squadron for a minimum of one year.
 - d. Ensures all personnel entering the SSF are authenticated against the access list before entry. If the individual requesting access is not on the access list, RSAF Air Police must ensure the individual is escorted by an individual with escort authority as indicated on the access list.
 - e. Ensures Munitions Control notifies the JMS every time the SSF will be accessed.
 - f. Ensures Munitions Control maintains a visitor's log to document all personnel requiring escort to the SSF. The visitor's log will be maintained for a minimum of one year.
 - g. Responsible for providing security of the munitions while the SSF is in the access mode.
 - h. Coordinates security (in conjunction with RSAF Air Police) while accessing and/or transporting munitions in and out of the SSF area.
- 1) Upon exiting the SSF area, munitions can be transported through any modes considered most efficient and effective to include RSAF air, RSAF land or RSAF maritime transport.

- 2) RSAF Access Authority will ensure adequate security in all transportation modes, consisting of at least two armed sentries with two way communication devices.
- i. Will ensure in the event of total IDS failure, the JMS will immediately contact the SOC and Munitions Control.
 - j. If Munitions Squadron assumes first response authority in the event of an alarm, personnel will not confront intruders but serve as sensors and provide updates to JMS until RSAF Air Police arrive on-scene.
 - k. Will ensure weekly status of all ECCGs removed from the SSF (expended, built-up, maintenance testing, etc.) are provided to ESSM.

SECTION 4 – ANNEXES

ANNEX 1

GLOSSARY OF REFERENCES AND DEFINITIONS

GLOSSARY

AFD	Air Force Division
AM&D	Armament and Munitions Directorate
BMS	Balanced Magnetic Switches
CCDE	Command, Control and Display Equipment
CSCS	Central Security Control Station
DTSA	Defense Technology Security Administration
ESSM	Electronic Security Systems Manager
ESSMA	Electronic Security Systems Manager/Administrator
FAR	False Alarms
IDS	Intrusion Detection System
JMS	JSSF Monitoring Station
NAR	Nuisance Alarms
OSD	Office of the Secretary of Defense
RME	Remote Monitoring Enclave
RSAF	Royal Saudi Air Force
SOP	Standard Operating Procedure
SOC	Security Operations Center
SSA	Special Security Agreement
SSF	Secure Storage Facility
USG	United States Government
USMTM	United States Military Training Mission
VMS	Video Management Systems

DEFINITIONS

Access Authority—RSAF and USMTM Flag or General Officers who are final authority in their respective organizations on SOW and Paveway IV weapons storage procedures and personnel.

Access List—Listing of authorized personnel who have access to the Joint Secure Storage Facility.

Alarm Operators—RSAF Air Police personnel manning the JSSF Monitoring Station who are responsible for monitoring the Joint Secure Storage Facility.

Authorized Persons—Personnel who have a need-to-know for information involved and are cleared for the receipt of such information. Responsibility for determining whether a person's duties require that they possess, or have access to, any classified information, and whether they are authorized to receive it, rests upon the Munitions Squadron Commander.

Balanced Magnetic Switch (BMS)—A two-part sensor that generates an alarm condition when a change in the magnetic field between the parts is detected. BMS are usually mounted on a door and doorframe to detect opening of the door to provide better protection against a defeat attempt than a standard magnetic contact.

Command, Control and Display Equipment (CCDE)—Monitoring system which integrates and controls intrusion detection sensors and alarms for operational use.

Electronic Security Systems Manager (ESSM)—Function held by both an RSAF Munitions Squadron representative and a USG representative. The ESSM is responsible for maintaining the IDS and ensuring RSAF Air Police personnel training and system administration.

Infrared Motion Detector (IMD) —A passive, low power, area protection device that detects a change in ambient temperature within the coverage pattern caused by the movement of a body. Sensor circuitry generates an alarm when a moving object causes a change in radiated energy levels within the coverage area. These units are more sensitive to objects moving across the beam pattern than to objects moving toward the sensor.

Intrusion Detection System (IDS)—An alarm system comprised of intrusion sensors and alarm devices for the purpose of detecting intruders. Typical intrusion detectors include balanced magnetic switches and ultrasonic, infrared, or microwave motion or intrusion sensors.

False Alarms (FAR)—An alarm signal that does not represent a dangerous or unwanted condition, usually caused by some fault or problem in the system.

Joint Secure Storage Facility (JSSF)—Munitions storage facility with two layers of protection consisting of motion sensors, cameras and alarms.

JSSF Monitoring Station (JMS)—This monitoring station is manned 24 hours a day, 7 days a week, 365 days a year, and enables Air Police personnel to remotely monitor alarm systems from its centralized location. Upon alarm activation, the JMS will notify the SOC and Munitions Control as required and will record all alarms.

Microwave Sensor—An active intrusion sensor that detects the movement of a person or object through a pattern of microwave energy, recognizing movement within a protected area.

Nuisance Alarms (NAR)—Alarms caused by an influence the sensor was designed to detect such as an animal, an act of nature or an inadvertent action by authorized personnel, but is not related to an intrusion.

Remote Monitoring Enclave (RME)—USG centralized monitoring center for all Paveway IV storage sites at King Fahad AB. This shop is manned 24 hours a day, 7 days a week, 365 days a year, and enables USG personnel to remotely monitor alarm systems from its centralized location. Upon alarm activation, the RME will facilitate communication between the ESSMs located at King Fahad AB and the USG Access Authority.

Security Operations Center (SOC)—RSAF Air Police's security operations center for the entire base. The SOC is manned 24 hours a day, 7 days a week, 365 days a year, Upon notification of alarm activation from the JMS, the SOC will direct communication and response actions as required.

Tamper Alarms—Devices positioned over key components of the system that activate when unauthorized attempts to gain access and/or reduce functionality of the equipment are detected.

Team Chief—Senior person directing the munitions operation. This person is selected on the basis of rank, leadership ability and technical knowledge.

Unauthorized Person—Any person who is not authorized to have access to specific classified information. Regardless of the degree of clearance, an individual is not authorized access to classified information of any degree without a demonstrated need-to-know.

Video Monitoring System (VMS)—Camera and video monitor system that enable live and recorded viewing of the Joint Secure Storage Facility.

ANNEX 2
PATROL LOG TEMPLATE

Printed Names of Air Police Personnel	Date/Time of Patrol Shift	Incidents <i>(Provide details of all incidents occurred during the shift. If nothing substantial to report, enter NSTR.)</i>	Signatures

ANNEX 3
NOTIFICATION LOG TEMPLATE

Date/Time	Printed Name	Number of Munitions	Serial Number	Destination	Reason	Signature

ANNEX 4
SOW / PAVEWAY IV SECURITY STORAGE FACILITY ENTRY CHECKLIST FOR
EMERGENCY ACCESS, COMBAT OPERATIONS, TRAINING AND ROUTINE
MAINTENANCE

This checklist is to ensure SOW and Paveway IV security monitoring operations are in place and to prevent an accidental alarm notification. This checklist will be run when SOW and/or Paveway IV assets are being accessed for munitions training and/or general purpose maintenance. The primary role players for this checklist are the RSAF and USG ESSMs, RSAF Air Police JMS personnel, Munitions Control and the Munitions Team Chief. Both RSAF and USG ESSMs will verify the operations are being executed in accordance with the checklist.

4.0 Notification Procedures	Yes	No
4.0.1 Munitions Control must be notified 24 hours prior to routine anticipated munitions use.		
4.0.2 Munitions Control verifies the following information.		
a) Quantity		
b) Length of time (For Training and Routine Maintenance Access Only)	<input type="checkbox"/>	<input type="checkbox"/>
c) Utilization (i.e. training, maintenance, operations)		
NOTE: Combat operations DO NOT require 24 hour notification. Immediate access is authorized for Emergency and Combat Operations.		
4.0.3 Munitions Control immediately notifies JMS, RSAF Armament and Munitions Directorate (A&MD) and the USG ESSM upon receiving the munitions request.	<input type="checkbox"/>	<input type="checkbox"/>
4.0.4 ESSMs notify respective chains of command.		
4.1 SSF Entry/Exit Procedures		
4.1.1 Physical entry into the SSF is controlled by Munitions Squadron	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2 Munitions Control verifies entry authorization list before allowing any individual's access to the SSF. Munitions Control will grant access to the SSF after ensuring the individual is listed on the current access list.		
a) Individuals listed on the access list will display their badges above the waist and in clear view at all times.		
b) Munitions Control will validate the need for personnel not listed on a current access list to enter the SSF. Those individuals will be signed in on the visitor's log and must be escorted at all times.		

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4.1.3 Munitions Control verifies both RSAF and USG ESSMs are present.		
a) Ensures SSF keys have been obtained by both ESSMs from their separate high security, combination safes.	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4 Munitions Team Chief is the responsible authority once team arrives at SSF.		
4.1.5 Prior to opening the SSF, Munitions Team Chief notifies Munitions Control and JMS, while USG ESSM notifies RME desk.		
4.1.6 RSAF and USG ESSM verify and annotate the following information for documentation.		
a) Quantity	<input type="checkbox"/>	<input type="checkbox"/>
b) Serial Number		
c) Destination (For Training and Routine Maintenance Access Only)	<input type="checkbox"/>	<input type="checkbox"/>
d) Estimated time munitions will be removed from SSF	<input type="checkbox"/>	<input type="checkbox"/>
4.1.7 The ESSM relays documented information to Munitions Control.		
4.1.8 After munitions are removed, Munitions Team Chief and RSAF and USG ESSMs will secure the facility		
a) Ensures doors are closed and padlocks secured.		
b) JMS verifies alarms and sensors are secured and Operational. USG ESSM contacts RME to inform them that the JSSF is secure and confirms their IDS status shows same.	<input type="checkbox"/>	<input type="checkbox"/>
c) Account for all personnel before leaving the area.	<input type="checkbox"/>	<input type="checkbox"/>
4.1.9 ESSM return their SSF keys to separate high security, combination safes.		

ANNEX 5
SOW AND PAVEWAY IV MUNITIONS MOVEMENT

5.0 RSAF Munitions movement from SSF to other SSFs on base or at other bases in Kingdom of Saudi Arabia	Yes	No
NOTE: Prior to starting this checklist, refer to Checklist Annex 4.0 for entry procedures.		
5.0.1. Munitions Team Chief ensures security of the munitions route. (RSAF only Action)		
a) Verify with Munitions Control access to the munitions route is clear. (RSAF action only)		
5.0.2 Munitions Team Chief notifies Munitions Control regarding movement of the munitions, and provides the following information: (RSAF action only)		
a) Munitions quantity		
b) Munitions serial numbers	<input type="checkbox"/>	<input type="checkbox"/>
c) Number of personnel	<input type="checkbox"/>	<input type="checkbox"/>
d) Destination		
e) Estimated time munitions will be removed from SSF (not applicable if assets are transferred to another SSF)		
5.0.3 Munitions Control immediately notifies RSAF Air Police (JMS). Munitions Control also notifies RSAF and USG ESSM with all pertinent information (items a-e). USG ESSM notifies USG chain of command to confirm SSF access permissions through ESSMA.		
5.1. Munitions to on-base SSF		
5.1.1 RSAF and USAF ESSMs accompany Air Police escort to destination SSF. USG ESSM must confirm SSF entry permissions were granted by calling ESSMA prior to any entry.		
5.1.2 Once at destination SSF, Munitions Team Chief verifies SSF number with Munitions Control.		
a) ESSMs verify munitions quantity and serial numbers	<input type="checkbox"/>	<input type="checkbox"/>
b) Munitions Team Chief notifies Munitions Control on opening of the SSF.		
5.1.3 JMS immediately ensures alarms are turned off prior to SSF opening. USG ESSM notifies RME desk of pending entry into SSF.		

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5.1.4 Once munitions are secured in SSF, ESSMs will secure the facility.		
a) Ensure the doors are closed and padlocks secured.	<input type="checkbox"/>	<input type="checkbox"/>
b) JMS verifies alarms and sensors are secured and operational. USG ESSM contacts RME to inform them that the SSF is secured and confirms their IDS status shows same.	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Munitions to off-base SSF		
5.2.1 RSAF will provide armed close-in boundary sentries for 24/7 security coverage during transportation movements (RSAF Air Transport, RSAF Ground Transport or RSAF Maritime). These sentries will require two way communication to their SOC and Munitions Control.		
5.2.2 RSAF Munitions Team Chief ensures security of the munitions route from the Explosive Storage Area to the transfer point.		
a) Verify with Munitions Control access to the munitions route is clear.		
5.2.3 Munitions Team Chief notifies Munitions Control of pending movement of the weapons outside the Explosive Storage Area and provides the following information.	<input type="checkbox"/>	<input type="checkbox"/>
a) Munitions quantity		
b) Number of personnel	<input type="checkbox"/>	<input type="checkbox"/>
5.2.4 Munitions Control immediately notifies RSAF Air Police (JMS). Munitions Control also notifies RSAF and USG ESSM. USG ESSM notates changes to inventory and advises receiving SSF site of pending transfer.	<input type="checkbox"/>	<input type="checkbox"/>
a) Upon reaching transport vehicle, Munitions Team Chief verifies munitions quantity and serial numbers with Air Police escort.		
b) Munitions Team Chief verifies with Munitions Control quantity and serial numbers.		
c) Munitions Control relays information to ESSMs.	<input type="checkbox"/>	<input type="checkbox"/>
5.2.5 Air Police escort takes receipt of munitions and begins load operations on transport vehicle.		
5.2.6 Munitions Control at shipping base will contact Munitions Control at receiving base and provide updates to transfer.	<input type="checkbox"/>	<input type="checkbox"/>
a) Munitions quantity		
b) Munitions serial numbers	<input type="checkbox"/>	<input type="checkbox"/>

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c) Time of departure and estimated time of arrival		
5.3 SOW / Paveway IV munitions operations at receiving base		
5.3.1 Upon arriving at receiving base, the Air Police escort will ensure a positive transfer of control of the munitions takes place with the RSAF Air Police.	Yes	No
a) Close-in sentries will guard the aircraft if munition(s) remain on the transport vehicle.		
b) During movement of the munitions to the new SSF, RSAF Air Police will provide armed escort for the convoy and will also have two way communications with JMS.		
5.3.2 JMS notifies Munitions Control when munitions are on base and prepare a team to move the munitions to the Explosive Storage Area.		
5.3.3 Munitions Control notifies ESSMs and Munitions Team chief of the munitions movement. USG ESSM must confirm SSF entry permission were granted by calling ESSMA prior to any entry. USG ESSM notifies RME desk of pending entry into SSF.		
5.3.4 Munitions Control verifies munitions team personnel are on the access list.	<input type="checkbox"/>	<input type="checkbox"/>
5.3.5 Munitions team meets Air Police, Munitions Team Chief verifies following information:		
a) Munitions quantity		
b) Serial numbers	<input type="checkbox"/>	<input type="checkbox"/>
c) Destination	<input type="checkbox"/>	<input type="checkbox"/>
5.3.6 Munitions Team Chief relays information to Munitions Control and begins movement.	<input type="checkbox"/>	<input type="checkbox"/>
5.3.7 Munitions Team Chief ensures security of the munitions explosive route to Explosive Storage Area.		
5.3.8 Munitions Team Chief notifies Munitions Control once team is in the Explosive Storage Area.		
a) Munitions Control immediately notifies JMS and ESSMs.		
b) Keys are accessed for entry into SSF	<input type="checkbox"/>	<input type="checkbox"/>
5.3.9 ESSMs meets munitions team at SSF.		

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a) ESSMs verify munitions quantity and serial numbers		
b) Munitions Team Chief notifies Munitions Control on opening of the SSF.	<input type="checkbox"/>	<input type="checkbox"/>
5.3.10 JMS immediately ensures alarms are turned off prior to opening SSF.	<input type="checkbox"/>	<input type="checkbox"/>
5.3.11 RSAF and USG ESSM must verify quantity of munitions, serial numbers and aircraft tail numbers are still match at the end of each flying day.	<input type="checkbox"/>	<input type="checkbox"/>
5.3.12 Once the munitions are secured in SSF, ESSMs will secure the facility.	<input type="checkbox"/>	<input type="checkbox"/>
a) Ensure the doors are closed and padlocks secured.		
b) JMS & RME verifies alarms and sensors are secured and operational.	<input type="checkbox"/>	<input type="checkbox"/>
c) Account for all personnel before leaving the area.		
5.3.13 ESSM return their SSF keys to separate high security, combination safes.	<input type="checkbox"/>	<input type="checkbox"/>
5.4.14 Receiving base Munitions Control notifies shipping base Munitions Control that the weapons are received and secured in SSF	<input type="checkbox"/>	<input type="checkbox"/>
a) Receiving base ESSMs notify shipping base counterparts	<input type="checkbox"/>	<input type="checkbox"/>

ANNEX 6

SOW / PAVEWAY IV MUNITIONS MOVEMENT FOR COMBAT OPS & TRAINING

6.0 Munitions movement from SSF for Combat Operations and Training	Yes	No
NOTE: Prior to starting this checklist, refer to Checklist 4.0 for entry procedures.		
6.0.1 Munitions Team Chief ensures security of the munitions route from the Explosive Storage Area to the flight line.		
a) Verify with Munitions Control access to the munitions route is clear.		
6.0.2 Munitions Team Chief notifies Munitions Control regarding movement of the munitions outside the Explosive Storage Area and provides the following information.		
a) Munitions quantity	<input type="checkbox"/>	<input type="checkbox"/>
b) Number of personnel	<input type="checkbox"/>	<input type="checkbox"/>
c) Destination		
d) Estimated time munitions will be removed from SSF	<input type="checkbox"/>	<input type="checkbox"/>
6.0.3 Munitions Control immediately notifies RSAF Air Police (JMS). Munitions Control also notifies RSAF and USG ESSM. USG ESSM must confirm SSF entry permissions were granted by calling ESSMA prior to any entry. USG ESSM notifies RME desk of pending entry into SSF.		
a) Upon reaching destination, Munitions Team Chief verifies munitions quantity and serial numbers with Weapons Load Crew.		
b) Munitions Team Chief verifies with Munitions Control quantity and serial numbers.	<input type="checkbox"/>	<input type="checkbox"/>
c) Munitions Control relays information to ESSMs.		
6.0.4 Weapons Load Crew takes receipt of munitions and begins loading operations on aircraft.	<input type="checkbox"/>	<input type="checkbox"/>
6.0.5 Weapons Load Chief annotates munitions quantity and serial numbers to aircraft tail numbers and notifies Munitions Control.		
6.0.6 If munitions are not immediately expended, Weapons Load Chief must provide updates to Munitions Control every 24 hours at 0700:	Yes	No
a) Weapon quantity and serial number(s)	<input type="checkbox"/>	<input type="checkbox"/>

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b) Aircraft tail number(s) and location(s)		
6.1. Return of munitions to the SSF		
6.1.1 Weapons Load Crew notifies Munitions Control that the munitions are ready for download and movement back to Explosive Storage Area.		
6.1.2 Munitions Control notifies ESSMs of the munitions movement.		
6.1.3 Munitions Control verifies munitions team personnel are on the access list.	<input type="checkbox"/>	<input type="checkbox"/>
6.1.4 Munitions team meets Weapons Load Crew on the flight line, Munitions Team Chief verifies following information:		
a) Munitions quantity	<input type="checkbox"/>	<input type="checkbox"/>
b) Serial numbers		
6.1.5 Munitions Team Chief relays information to Munitions Control and begins movement.		
a) Munitions Team Chief will notify RSAF Air Police are notified and present for armed escort.		
6.1.6 Munitions Team Chief ensures security of the munitions explosive route from the flight line to Explosive Storage Area.	<input type="checkbox"/>	<input type="checkbox"/>
6.1.7 Munitions Team Chief notifies Munitions Control once team is back in the Explosive Storage Area.		
a) Munitions Control immediately notifies JMS and ESSMs. USG ESSM must confirm SSF entry permissions were granted by calling ESSMA prior to any entry. USG ESSM notifies RME desk of pending entry into SSF.		
b) Keys are accessed for entry into SSF		
6.1.8 ESSMs meets munitions team at SSF.	<input type="checkbox"/>	<input type="checkbox"/>
a) ESSMs verify munitions quantity and serial numbers	<input type="checkbox"/>	<input type="checkbox"/>
b) Munitions Team Chief notifies Munitions Control on opening of the SSF.		
6.1.9. RSAF and USG ESSM must verify quantity of munitions, serial numbers and aircraft tail numbers are still match at the end of each flying day.	<input type="checkbox"/>	<input type="checkbox"/>
6.1.10. Once the munitions are secured in SSF, ESSMs will secure the facility:		

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a) Ensure the doors are closed and padlocks secured.		
b) JMS & RME verifies alarms and sensors are engaged and operational.		
c) Account for all personnel before leaving the area.		
6.1.11. ESSMs return their SSF keys are returned to separate high security, combination safes.	<input type="checkbox"/>	<input type="checkbox"/>

ANNEX 7

SOW / PAVEWAY IV DEPLOYMENT FOR COMBAT OPERATIONS AND TRAINING

7.0 Munitions movement for deploying aircraft with SOW / Paveway IV for Combat Operations and Training	Yes	No
NOTE: Prior to starting this checklist, refer to Checklist 4.0 for entry procedures and to Checklist 5.0 for Munitions Movement.	<input type="checkbox"/>	<input type="checkbox"/>
7.0.1 RSAF will provide armed close-in boundary sentries at the forward operating location for 24/7 security coverage as well as during transportation movements (RSAF Air Transport, RSAF Ground Transport or RSAF Maritime). These sentries will require two way communication to their SOC and Munitions Control.	<input type="checkbox"/>	<input type="checkbox"/>
7.0.2 The home base of the deployed munitions will coordinate with the forward operating location for the need to provide security for those weapons.	<input type="checkbox"/>	<input type="checkbox"/>
7.0.3 Upon arriving at forward operating location, the pilot will ensure a positive transfer of control of the munitions takes place with the RSAF Air Police at the flight line.	<input type="checkbox"/>	<input type="checkbox"/>
a) Close-in sentries will guard the aircraft if the weapon remains on the aircraft.		
b) If weapons are transferred to a munitions storage facility (with no sensors) at the deployed location, RSAF will guard the storage facility with a minimum of 2 close-in sentries.		
c) During movement of the weapons, RSAF Air Police will provide armed escort for the convoy and will also have two way communications with JMS.	<input type="checkbox"/>	<input type="checkbox"/>
d) A local access list for the munitions will be established by Munitions Squadron Commander at the forward operating location.	<input type="checkbox"/>	<input type="checkbox"/>
7.0.4 Munitions Control at the forward deployed location will provide the following information to the host base RSAF ESSM every 24 hours at 0700:		
a) The local access list with contact information to the RSAF ESSM.	<input type="checkbox"/>	<input type="checkbox"/>
b) Quantity of munitions secured and serial numbers		
7.0.5 RSAF ESSM will provide updates to USG ESSM on munitions status.	<input type="checkbox"/>	<input type="checkbox"/>

ANNEX 8
SECURITY STORAGE FACILITY ELECTRONIC SECURITY SYSTEM QUARTERLY
FUNCTIONAL CHECKS

8.0 Notification Procedures	Yes	No
NOTE: This checklist is to verify the Electronic Security System (ESS) functions as designed.		
8.0.1 Did RSAF and USG ESSM schedule the quarterly test at least one (1) week in advance? Coordination with the following organizations and individuals is required:		
a) RSAF Air Police JMS	<input type="checkbox"/>	<input type="checkbox"/>
b) RSAF Munitions Control		
8.0.2 Munitions Control coordinates with JMS to ensure all personnel are authorized for SSF access.		
a) Ensure munitions personnel are available.		
8.0.3 SSF keys must be kept in separate, high security combination safes after USG ESSM confirms permission for entry with ESSMA, and notified RME.		
a) Keys are acquired for functional test		
8.0.4 The ESSMs, munitions team and Air Police patrol team will assemble at SSF on the date and time of the functional test.		
a) ESSMs ensure open communication is sufficient between teams at the SSF, Munitions Control.	<input type="checkbox"/>	<input type="checkbox"/>
b) ESSMs will verify Air Police is monitoring the SSF at the JMS through the exterior cameras.		
8.0.5 Munitions team and ESSM open the SSF doors to test BMS alarms.		
a) JMS verifies alarm is activated, notifies Munitions Control and ESSMs.		
8.0.6 Munitions team will enter SSF to verify internal volumetric and infrared sensors and interior cameras are operational.	<input type="checkbox"/>	<input type="checkbox"/>
a) ESSMs will verify JMS is monitoring SSF through the interior cameras.		
b) JMS will verify internal alarms are activated, notifies Munitions Control and ESSMs.	<input type="checkbox"/>	<input type="checkbox"/>
8.0.7 JMS ensures the VMS is recording the functional test.		
8.0.8 Any delays, faults or malfunctions in the system must be annotated in a log by ESSMs.	<input type="checkbox"/>	<input type="checkbox"/>

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8.0.9 After functional test is complete, Munitions Team Chief and USG ESSMs will secure the facility:		
a) Ensure access doors are closed and padlocks secured.	<input type="checkbox"/>	<input type="checkbox"/>
b) JMS & RME verify alarms and sensors are secured and operational.		
c) Account for all personnel before leaving the area.	<input type="checkbox"/>	<input type="checkbox"/>
8.0.10 Keys returned to separate high security combination safes.	<input type="checkbox"/>	<input type="checkbox"/>

**ANNEX 9
REAL WORLD ALARM NOTIFICATION AND RESPONSE**

This checklist specifies actions taken by both the USG ESSM at the downrange location and the ESSMs located at the USMTM Remote Management Enclave at Eskan Village. This checklist will be run when a real world alarm notification activates due to potential hostile threat accessing the SSF. The primary role players for this checklist are the RSAF and USG ESSMs and the Eskan Village ESSM and ESSMA. Both RSAF and USG ESSMs will verify the operations are being executed in accordance with the checklist.

9.0 ESSM Notification Procedures	Yes	No
NOTE: This checklist is to identify USMTM communication requirements for a real world alarm notification.		
9.0.1 USG ESSM receives notification from RSAF ESSM on real world alarm.	<input type="checkbox"/>	<input type="checkbox"/>
9.0.2 ESSM verifies the following information:		
a) RSAF SOC has been notified and Air Police patrols have responded to alarm and are either on scene or en-route to JSSF.	<input type="checkbox"/>	<input type="checkbox"/>
b) RSAF ESSM will notify leadership chain, to include Access Authority	<input type="checkbox"/>	<input type="checkbox"/>
9.0.3 RSAF and USG ESSM access JMS to monitor Air Police response procedures.	<input type="checkbox"/>	<input type="checkbox"/>
9.0.4 ESSMs verify SSF keys are secured in separate high security safes.	<input type="checkbox"/>	<input type="checkbox"/>
9.0.5 USG ESSM notifies Eskan Village RME and passes along the following information:		
a) Date and time of alarm notification		
b) SSF threat level		
c) Number of hostiles and if armed	<input type="checkbox"/>	<input type="checkbox"/>
d) Air Police response team status	<input type="checkbox"/>	<input type="checkbox"/>
9.0.6 USG ESSM sustains communication with Eskan Village RME until alarm response terminates.		
9.0.7. RSAF and USG ESSM execute SSF inventory, documenting quantity and serial numbers to ensure 100% accountability.	<input type="checkbox"/>	<input type="checkbox"/>

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a) Any discrepancies require immediate recount, if discrepancies still exist, USG ESSM updates ESSMA.		
9.0.7. USG ESSM annotates alarm notification in log book.	<input type="checkbox"/>	<input type="checkbox"/>
9.1 Eskin Village Notification Procedures		
9.1.1 Eskin Village ESSM notifies ESSMA upon alarm notification.		
9.1.2 Eskin Village ESSM documents alarm notification and the following relevant information	<input type="checkbox"/>	<input type="checkbox"/>
a) Date and time of alarm notification		
b) SSF threat level	<input type="checkbox"/>	<input type="checkbox"/>
c) Number of hostiles and if armed	<input type="checkbox"/>	<input type="checkbox"/>
d) Air Police response team status		
9.1.3 ESSMA notifies CHUSMTM/Air Force Division (CHAFD) on real world alarm notification and response.		
a) Documents any inventory discrepancies and updates CHAFD.	<input type="checkbox"/>	<input type="checkbox"/>
b) CHAFD updates CHUSMTM or designated representative on real world alarm notifications and/or inventory discrepancies.		
9.1.4 Eskin Village RME continues to monitor RSAF actions and USG ESSM until situation resolves.	<input type="checkbox"/>	<input type="checkbox"/>

ANNEX 10
SOW & PAVEWAY IV SSF ACCESS REQUEST PROCEDURES

Step 1 – The respective RSAF Base Commander contacts the Chief, USMTM (CHUSMTM), via cellular phone or email and request access approval to the Secure Storage Facility (SSF)

CHUSMTM – MG Peter D. Utley

CP: 050-525-4611

Email: (b) (6)

Step 2 – CHUSMTM will email approval of access request to the following personnel:

TO: Mr. Jerry Dilworth, ESSMA, (b) (6)

CC: Col Michael Ebner, CHAFD, (b) (6)

Lt Col Chad Nichols, Director of Logistics, (b) (6)

Maj Michael Taddy, AFD Munitions Advisor, (b) (6)

Step 3 – ESSMA will notify the ESSM on site via email and/or phone call that the RSAF has requested access and access has been approved by CHUSMTM

Step 4 – ESSM will notify the Remote Monitoring Enclave (RME) via phone immediately after returning from secure area to confirm the JSSF is secured and IDS status same. Also to confirm the number of assets removed, type (live/training), and destination of munitions.

Step 5 – ESSM on site will email the ESSMA once access has been granted and JSSF is secured confirming the number of munitions that have been removed or returned

Step 6 – ESSM on site will provide an inventory including serials numbers of the munitions that were removed/returned once the SSF has been secured.



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
RADM WILLIAM A. MOFFETT BUILDING
47123 BUSE ROAD, BLDG 2272
PATUXENT RIVER, MARYLAND 20670-1547

IN REPLY REFER TO

AIR-741/12-185mh
26 November 2012

MEMORANDUM

From: NAVAIR Security Office (AIR-7.4.1)

To: (b)(6)

Subj: APPROVAL OF REVISION TO TRANSPORTATION PLAN IN SUPPORT OF FOREIGN
MILITARY SALES (FMS) CASE SR-D-SAI

Ref: (a) PMA-259E4 email request dated 26 November 2012

(b) FMS Case SR-D-SAI

(c) Defense Security Service Clearance Verification e-mail dated 17 January 2012

(d) DoD Manual 5105.38-M

1. As requested in reference (a), AIR-7.4.1 has performed a review and approves Version 1 of the subject transportation plan. This determination is based on references (b) and (c) in accordance with the policies and directions provided in reference (d).
2. Questions regarding this matter may be addressed to (b)(6).

(b)(6)

(b)(6)

Security Specialist
Naval Air Systems Command

Copy to: File

TRANSPORTATION PLAN SUMMARY SHEET PMA-259

COUNTRY:	Saudi Arabia	DATE:	20 September 2012
FMS CASE:	SR-D-SAI	TP VERSION:	1

CONTACT INFORMATION

[illegible]

COMMODITY INFORMATION

BASIC:	(b)(6)
CLASSIFICATION:	Classified
USML CATEGORY:	IV

Comments:

TRANSPORTATION PLAN SUMMARY SHEET PMA-242

COUNTRY:	Saudi Arabia	DATE:	20 September 2012
FMS CASE:	SR-D-SAI	TP VERSION:	1

CONTACT INFORMATION

[illegible]

COMMODITY INFORMATION

BASIC:	
CLASSIFICATION:	Classified
USML CATEGORY:	IV

Comments:

TRANSPORTATION PLAN SUMMARY SHEET PMA-201

COUNTRY:	Saudi Arabia	DATE:	20 September 2012
FMS CASE:	SR-D-SAI	TP VERSION:	1

CONTACT INFORMATION

[illegible]

COMMODITY INFORMATION

BASIC:	(b)(6)
CLASSIFICATION:	Classified
USML CATEGORY:	IV

Comments:

TRANSPORTATION PLAN FOR THE TRANSFER OF CLASSIFIED, AND/OR SENSITIVE MATERIAL FOR THE KINGDOM OF SAUDI ARABIA FMS CASE SR-D-SAI

Version 1 Prepared: 20 September 2012

Approved: 26 November 2012

**TRANSPORTATION PLAN
FOR THE TRANSFER OF CLASSIFIED AND/OR SENSITIVE MATERIAL
FOR THE KINGDOM OF SAUDI ARABIA**

- AUTHORIZATION:**
1. UNITED STATES GOVERNMENT (USG) LETTER OF OFFER AND ACCEPTANCE (LOA) FOR FOREIGN MILITARY SALES (FMS) CASE: SR-D-SAI
 2. DEPARTMENT OF STATE PUBLICATION (DSP) 94-AUTHORITY TO EXPORT DEFENSE ARTICLES SOLD UNDER THE FOREIGN MILITARY SALES PROGRAM
 3. DSP 85-APPLICATION/LICENSE FOR PERMANENT/TEMPORARY EXPORT/IMPORT OF CLASSIFIED DEFENSE ARTICLES AND RELATED CLASSIFIED TECHNICAL DATA

A. PURPOSE:

1. This transportation plan describes the procedures for the receipt and transfer of classified and/or sensitive defense articles between the United States Government and the Kingdom of Saudi Arabia as authorized by the USG's LOA, FMS Case: SR-D-SAI.
2. In accordance with the publications listed in Appendix A, specifically the Department of Defense (DoD) Security Assistance Management Manual (SAMM) - (DoD 5105.38-M); Information Security Program - DoDM (5200.1); National Industrial Security Program Operating Manual - (DoD 5220.22-M); Foreign Military Sales Customer Supply System Guide (NAVSUP Publication 526); the International Affairs and Security Assistance Management - (AFMAN 16-101); and Preparing Hazardous Material for Military Air Shipment - (AFM 24-204). This plan provides procedures for the movement of classified and/or sensitive material identified under the USG's LOA, FMS Case: SR-D-SAI.

B. DESCRIPTION OF CONSIGNMENT:

1. The classified and/or sensitive material listed below (Secret and/or Confidential) to be transferred under this transportation plan is to be delivered under the following line item(s) in FMS Case: SR-D-SAI. Missile, missile parts, components, accessories, technical and non-technical publications not listed below but noted in the LOA and all amendments/modifications are also covered under this transportation plan. The material that is to be transferred under this plan may be appended to the plan, as an attachment when the plan is used for a single shipment, or included in a Notice of Classified and/or Sensitive Consignment for recurring shipments.

LOA Line Item	Nomenclature
600	Missile Tactical, AIM-9X
601	Missile AIM-9X CATM
608	R-R Missiles & Support Equipment
614	Harpoon Missile
615	Harpoon Missile
616	Harpoon Missile CATM
618	Guidance Control Unit, Harpoon
619	Seeker, Radar, Harpoon
620	Altimeter, Radar, Harpoon
623	Component Parts / Support Equipment
624	Support Equipment Harpoon Missile
625	R-R Missiles & Support Equipment
630	Training Aids & Devices, Spare Parts
632	Books / Other Publications
638	R-R Comm/Elect/Meteo R Equipment
647	HARM Missile

LOA Line Item	Nomenclature Cont.
649	HARM Guidance Section
650	HARM Control Section
652	Component Parts / Support Equipment
653	Support Equipment, HARM Missile
654	R-R Missiles & Support Equipment
658	Books & Other Publications

C. IDENTIFICATION OF RESPONSIBLE GOV'T REPRESENTATIVES AND EMERGENCY POC's:

(See Listing in Appendix B)

Note: If during the transit process, breeches in security or inexplicable events occur, the Emergency Points of Contact (POC's) listed in (Appendix B) Must Be Notified Immediately.

D. IDENTIFICATION OF COMMERCIAL ENTITIES TO BE INVOLVED IN EACH SHIPMENT:

1. New York Forwarding Services Inc. is under contract for the Kingdom of Saudi Arabia to provide freight forwarder services. The Air Force Security Assistance Center Foreign Liaison Officer Saudi Arabia (AFSAC-FLO/SR) is responsible for coordinating shipments between the Kingdom of Saudi Arabia through domestic, international air and ocean carriers, as well as Kingdom of Saudi Arabia Military Aircraft (Pilot Pick-Up) to ensure that all material is properly handled in accordance with security measures promulgated in the SAMM-(DoD 5105.38-M), Information Security Program (DoDM 5200.1), National Industrial Security Program Operating Manual (DoD 5220.22-M), and the International Affairs and Security Assistance Management (AFMAN 16-101) and that no compromise can occur during its handling. New York Forwarding Services Inc. will be responsible for both exports and imports of classified and/or sensitive material shipments, export documentation, and U.S. customs clearance outbound and inbound. New York Forwarding Services Inc. has a Secret security clearance granted by the Defense Security Service (DSS), and is authorized to safeguard classified and/or sensitive material for the Kingdom of Saudi Arabia to the secret level. No other agents are to be used for classified and/or sensitive material transmission on behalf of the Kingdom of Saudi Arabia.
2. All security clearances issued to New York Forwarding Services Inc. and its representatives were issued by DSS. The New York Forwarding Services Inc. personnel listed in appendix B are the Kingdom of Saudi Arabia's freight forwarder representatives that hold a valid security clearance and are DSS cleared and authorized to store, process, ship, arrange the transfer of, sign receipts for and assume the security responsibilities for classified and or sensitive freight/material.

(b)(6)

3. All classified and/or sensitive shipments (via ocean or air) into and out of the Continental United States (CONUS) that is between the USG and the Kingdom of Saudi Arabia under FMS Case: SR-D-SAI will be processed by the above designated DSS approved freight forwarder.
4. Domestic Carriers:

- a. AFSAC-FLO/SR upon receipt of Notice of Availability (NOA) will arrange for the transport of classified and/or sensitive material from U.S. points of origin, to intermediate points, to its facilities, and/or to and from points of embarkation and debarkation. Utilizing inland carriers that are eligible to transport classified and/or sensitive material and offer applicable Transportation Protective Services (TPS). Only cleared carriers qualified by the (Military) Surface Deployment and Distribution Command (SDDC) will be utilized for the transportation of classified and/or sensitive material as required by the Defense Transportation Regulation (DTR) for all surface moves.

5. Military Air Shipments:

- a. Delivery of classified and/or sensitive material will be arranged by the shipper and shipped to the designated Port of Embarkation. If no secure storage is available, freight must arrive the day of the scheduled flight. A cleared authorized representative at the Port of Embarkation will sign the Signature and Tally Record (DD form 1907) for the classified and/or sensitive material transferring custody and security responsibility from the carrier. The cleared authorized representative will ensure the freight is palletized and properly loaded.

6. Ocean carriers:

- a. In accordance with assigned Delivery Term Code, AFSAC-FLO/SR will arrange for shipment of the classified and/or sensitive material to and from the designated ocean terminal. SDDC will approve the designated ocean vessel to be utilized and applicable TPS is required by the DTR for all surface moves. The material under this case will be shipped to one of the following terminals:
 - i. Military Ocean Terminal, Sunny Point, North Carolina.
 - ii. Any U.S. Ocean port as directed by SDDC.

Note: If during the transit process, breeches in security or inexplicable events occur, the Emergency Points of Contact (POC's) listed in (Appendix B) Must Be Notified Immediately.

E. PACKAGING THE CONSIGNMENT:

1. Packaging of consignment includes packing, preservation and other procedures designed to protect material from damage or deterioration while in transit or storage. For Pilot Pick-Up (PPU), the shipping label must include a shipper's reference number, Piece, Weight, Cube (P/W/C), destination and FMS Case Number: SR-D-SAI. In the "Remarks" section enter the statement "Mark for Kingdom of Saudi Arabia for Pilot Pick-Up". FMS shipments shall be packed to not less than Military Level B standard as defined in MIL-STD-2073-1, (Standard Practice for Military Packaging). Military Level B packing provides protection needed to meet moderate worldwide shipment, handling and storage conditions.
2. Marking identifies the contents along with the consignor (the activity who sends the shipment) and consignee (the activity who receives the shipment). FMS shipments are marked and labeled in accordance with MIL-STD-129. In accordance with the DoD 4500.9 DTR Part II Chapter 208, Military Shipping Labels or a suitable substitute must be used for all FMS shipments). As a minimum, on all FMS shipments, all material shipped is required to meet the FMS shipment-marking requirements found in the table below:

FMS Shipment Marking Requirements	
1	FMS Case Identifier
2	Transportation Control Number (TCN)
3	Transportation Priority
4	Project Code, if applicable
5	Consignor's Name and Ship From Address
6	Consignee's Ship To Address
7	Ultimate Consignee/Mark for Address (Military Assistance Program Address Directory (MAPAD) address code and clear text address, if applicable)
8	DD 1387 Military shipping labels for each piece of equipment

Note: Information cited from the SAMM (DoD 5105.38-M)

3. Preparation of Material for Transport:

a. Containers: When classified and/or sensitive material is transported, the following regulations apply:

- i. If the classified and/or sensitive material is an internal component of a packaged item of equipment, the outside shell or body may be considered as the inner enclosure provided it does not reveal classified and/or sensitive information.
- ii. If the classified and/or sensitive material is an inaccessible internal component of a bulky item of equipment, the outside or body of the item may be considered a sufficient enclosure provided observation does not reveal classified and/or sensitive information.
- iii. If the classified and/or sensitive material is an item or equipment that is not reasonably packaged and the shell or body is classified, it shall be concealed with an opaque covering that will hide all classified and/or sensitive features.
- iv. Specialized shipping containers, including closed cargo transporters, may be considered the outer wrapping or cover when used.
- v. Classified and/or sensitive material shall be prepared for shipment, packaged, and sealed in ways that minimize risk of accidental exposure or undetected deliberate compromise. Documents should be packaged so that classified text is not in direct contact with the container.

b. Addressing:

- i. The container for classified and/or sensitive material shall be addressed to an official USG activity or to a DoD contractor with a facility security clearance and appropriate storage capability, and shall show the complete return address of the sender. The outer container shall "not" be addressed to an individual. Office codes or phrases may be used (i.e., "Attention: Research Department").
- ii. The inner container shall show the address of the receiving activity, the address of the sender, the highest classification of the contents (including, where appropriate, any special markings such as "Restricted Data") and any applicable special instructions. The inner container may have an "attention line" with a person's name.
- iii. The single container shall not bear a classification marking or any other unusual marks that might invite special attention to the fact that the contents are classified.
- iv. Classified information intended only for U.S. elements of international staffs or other organizations must be addressed specifically to those elements.

F. ROUTING OF THE CONSIGNMENT:

1. Routing of Classified Consignment from CONUS to the Kingdom of Saudi Arabia:

a. Basic Procedures:

- i. When the classified or sensitive material has been properly packaged, labeled, marked, and made available for shipment from the designated source(s) of supply, the shipping personnel will prepare and dispatch a formal Notice of Availability (NOA) to the Designated Kingdom of Saudi Arabia representative in CONUS with courtesy copy to New York Forwarding Services Inc. listed in (Appendix B). The Kingdom of Saudi Arabia representative will formally respond to the NOA and will provide shipping instructions to the designated source(s) of supply.

- ii. All classified and/or sensitive material under this FMS case will be delivered from the original equipment manufacturer to a DoD controlled ocean or aerial port. Shipments made using the Defense Transportation System (DTS) will be arranged by a U.S Government representative, and all other commercial shipments will be arranged by the country's freight forwarder to the Port of Embarkation in CONUS. All shipments from the Port of Embarkation will be shipped directly to the Kingdom of Saudi Arabia.
- iii. New York Forwarding Services Inc. will submit the Electronic Export Information (EEI) (formerly known as the Shipper's Export Declaration (SED)) using the Automated Export System (AES)-Direct and will provide a copy of the receipt to customs personnel for shipments originating from CONUS to the Kingdom of Saudi Arabia. Upon arrival of the material at the Port of Embarkation, New York Forwarding Services Inc. will process all required customs documents on behalf of the Kingdom of Saudi Arabia to facilitate the delivery of the material from CONUS to the Kingdom of Saudi Arabia.
- iv. Based on the formal response to the NOA by the designated Kingdom of Saudi Arabia representative, the shipping officials will obtain an SDDC qualified carrier to transport the classified and/or sensitive material to the designated Port of Embarkation. All safeguards for transporting the classified and/or sensitive material will be conducted by a qualified SDDC carrier that provides applicable TPS.
- v. The consignee at the Port of Embarkation is required to advise the shipping office on any shipment not received within 48 hours after the estimated time of arrival specified in the Report of Shipment (REPSHIP). Upon receipt of such notice, the shipping office will immediately initiate tracer action. When the shipment is located and if it is suspected that the material was subject to compromise, (i.e., package damaged, seals broken, etc.), the local security authorities, as well as the emergency POCs, (see Appendix B) Will Be Notified Immediately.
- vi. An authorized, cleared representative at the Port of Embarkation will sign the Signature and Tally Record (DD form 1907) for the classified and/or sensitive material. This acknowledges the transfer of receipt, accepting security responsibility for the material from the shipper through a SDDC authorized carrier.
- vii. Upon receipt of the classified and/or sensitive material at Port of Embarkation, a cleared representative will receive and log in the shipment against the packing list and shipping documents. If it is determined that the material had been transferred to any unauthorized carrier or compromised in any way during shipment, the local security authorities, as well as the emergency POCs, (see Appendix B) Will Be Notified Immediately by the consignee.

2. Movement of Classified and/or Sensitive Material from the Designated Port of Embarkation:

a. Kingdom of Saudi Arabia Military Aircraft (Pilot Pick-Up):

- i. U.S. Military bases require material to arrive two to five days prior to departure depending on the type of material. All classified and/or sensitive material will be shipped via an SDDC carrier to the military base. Upon arrival at the Port of Embarkation, a cleared representative at the military facility will inspect and receive the classified and/or sensitive material from the carrier. Upon completion of the inspection, the military representative will accept custody of the classified and/or sensitive material by signing the Signature and Tally Record (DD form 1907) and place the shipment in the special handling area until notified of the next available flight. Inspection of the classified and/or sensitive material will include verification of security seals, visual inspection of any damage to the package, and determination if any unauthorized personnel had access to the classified and/or sensitive material. If there is any indication of compromise, the military representative Must Immediately Notify the shipper, as well as the emergency POC's (see Appendix B).
- ii. Kingdom of Saudi Arabia's country representative is responsible for coordinating all clearances for the aircraft arrival at the U.S. Base as well as coordination for "over flight" of countries while in route.

- iii. Proper documentation must accompany all shipments. This includes the Shipper Declaration for Dangerous Goods (SDDG) form(s), which must be filled out completely and accurately. The shipper must provide at least 3 red-hatched border copies per shipment of hazardous cargo. All hazardous material will be certified and packaged in accordance with the applicable hazardous/dangerous goods regulations. A telephone number must be on the SDDG for contact purposes and the document must be signed by an authorized HAZMAT preparer.
 - iv. Military base personnel will safeguard the classified material until the arrival of the Kingdom of Saudi Arabia military aircraft. At the appropriate loading time, the base personnel will move the material from the safeguarding area to the designated Kingdom of Saudi Arabia military aircraft.
 - v. Dover AFB military personnel will coordinate the uploading of cargo on board the aircraft with U.S. military base personnel. New York Forwarding Services Inc. will ensure that all required documentation is lodged with the U.S. Customs. New York Forwarding Services Inc. will provide (as applicable) U.S. Military base personnel with information on designated Kingdom of Saudi Arabia military aircraft personnel involved in the evolution including aircraft number, crew details and the Estimated Time of Arrival (ETA)/Estimated Time of Departure (ETD) of the aircraft.
 - vi. New York Forwarding Services Inc. or the Shipper's/cognizant Defense Contract Management Agency (DCMA) must enter AES-Direct to clear material through customs.
 - vii. Kingdom of Saudi Arabia's Air Force representative will examine all classified material and shipping documents to determine if any form of compromise is suspected during shipment and will sign the Signature and Tally Record (DD form 1907). If there is any indication of compromise the local security authorities as well as the emergency POC's (See Appendix B) Must Be Notified Immediately.
 - viii. New York Forwarding Services Inc. will ensure that all required documentation is lodged with U.S. Customs prior to shipment at the Port of Embarkation.
- b. Commercial Air Shipments:
- i. When the classified and/or sensitive material has been properly packaged, labeled, marked, and made available for shipment from the designated Source(s) of Supply, the shipping personnel will prepare and dispatch a formal NOA to the designated Kingdom of Saudi Arabia's representative in CONUS listed in (Appendix B). Kingdom of Saudi Arabia's representative will formally respond to the NOA and will inform New York Forwarding Services Inc. on initiating shipping instructions. New York Forwarding Services Inc. will provide the coordinating details, as well as the shipping instructions to the designated Source(s) of Supply.
 - ii. Based on the formal response to the NOA by the designated Kingdom of Saudi Arabia's representative and/or New York Forwarding Services Inc. the shipping officials will obtain an SDDC qualified carrier to transport the classified and/or sensitive material to New York Forwarding Services Inc. cleared facility and/or the designated Port of Embarkation. All safeguards for transporting the classified and/or sensitive material will be conducted by a qualified SDDC carrier that provides applicable TPS.
 - iii. New York Forwarding Services Inc. and/or the consignee at the Port of Embarkation is required to advise the shipping office on any shipment not received within 48 hours after the estimated time of arrival specified in the REPSHIP. Upon receipt of such notice, the shipping office will immediately initiate tracer action. When the shipment is located and if it is suspected that the material was subject to compromise, (i.e., package damaged, seals broken, etc.), the local security authorities as well as the emergency POC's, (See Appendix B) Will Be Notified Immediately.
 - iv. An authorized, cleared New York Forwarding Services Inc. representative or the consignee at the Port of Embarkation will sign the Signature and Tally Record (DD form 1907) for the classified and/or sensitive material. This acknowledges the transfer of receipt, accepting security responsibility for the material from the shipper through a SDDC authorized carrier.

- v. Upon receipt of the classified and/or sensitive material at Dover AFB, and/or the Port of Embarkation, U.S. military personnel and/or a cleared representative will receive and log in the shipment against the packing list and shipping documents. If it is determined that the material had been transferred to any unauthorized carrier or compromised in any way during shipment, the local security authorities, as well as the emergency POC's, (See Appendix B) Will Be Notified Immediately by the consignee.
 - vi. On the day of shipment (as applicable), the classified material will be escorted by an authorized New York Forwarding Services Inc. representative or Dover AFB military personnel to the authorized aircraft. The classified material will then be handed over to the aircraft Pilot, First Officer or other cleared representative, at the aircraft side on the airport tarmac. The names of the cleared Pilot, First Officer or other cleared representative authorized to assume responsibility for the classified material at the airport will be provided to New York Forwarding Services Inc. in advance of the day of the shipment and verified before releasing of the classified material.
 - vii. The airline representative will check to ensure the seals are intact, and sign the Signature and Tally Record (DD form 1907) presented by New York Forwarding Services Inc.. This will acknowledge the possession of the material by the aircraft representative.
- c. Dover AFB military personnel will witness (as applicable) the loading of the classified material into a secured container and onto the aircraft. They will remain at the airport and wait for all cargo to be loaded, doors closed, and witness the departure of the aircraft from the airport. New York Forwarding Services Inc. will report the details of the shipment including date, time and the flight number to the intermediate consignee (or freight forwarder representative) in the Kingdom of Saudi Arabia who will, in turn, notify the ultimate consignee.
- d. Ocean Shipments:
- i. New York Forwarding Services Inc. will arrange and coordinate with the designated ocean terminal to ship cargo from the source of supply or New York Forwarding Services Inc. facility to the Port of Embarkation using an SDDC qualified carrier. All safeguards for transporting the classified and/or sensitive material will be conducted by a qualified SDDC carrier that provides applicable TPS. New York Forwarding Services Inc. will obtain the carriers signature on the Signature and Tally Record (DD form 1907), thereby continuing the accountability and transfer of custody during the transportation cycle. In addition, New York Forwarding Services Inc. will arrange for cargo call forwarding to the ocean terminal as required.
 - ii. The ocean terminal representative will check to ensure the seals are intact, and sign the Signature and Tally Record (DD form 1907). This will acknowledge the possession of the material by the ocean terminal representative. The material will be moved to a secure storage area until the material can be loaded onto the vessel.
 - iii. At the appointed loading time, the ocean terminal cleared representative will move the classified and/or sensitive material from their secure storage area to vessel loading area. The ocean terminal representative will obtain a signature on the Signature and Tally Record (DD form 1907) from the Vessel Master or First Mate. This will acknowledge the continuity of accountability and transfer of custody during the transportation cycle. The Vessel Master/First Mate will ensure that unauthorized personnel have no access to, or handle the classified and/or sensitive material.
 - iv. The vessel's agent will report to New York Forwarding Services Inc. of all shipping details (vessel, container numbers, sail date, ETA). New York Forwarding Services Inc. will send an advice of shipment to the Kingdom of Saudi Arabia's designated representative listed in (Appendix B).
 - v. Ocean shipment of non-explosive cargo will be made in containers (sea vans), which will have uniquely numbered seals affixed to the doors once the cargo is loaded. The original seal will remain intact for the entire voyage transition and verified upon arrival of the container in the country in which the classified and/or sensitive material is "Marked For".
 - vi. Cargo that cannot be containerized due to size will be handled as break-bulk or Roll-on/Roll-off (Ro/Ro), with preference given to carriers that will not transship or relay the cargo while in transit.

- vii. Explosive cargo will be handled as containerized or break-bulk.
- viii. Cargo must be transported on ships that fall under one of the following categories in accordance with DoD 5220.22M.
 - a. Owned or chartered by the U.S. Government or under U.S. registry.
 - b. Owned or chartered by or under the registry of the recipient government.
 - c. Carriers other than those described that are expressly authorized to perform this function in writing by the Designated Security Authority of the Government Contracting Activity (GCA) and the security authorities of the foreign government involved. This authority shall not be delegated and this exception may be authorized only when a carrier described in (a) or (b) above is not available and/or an urgent operational requirement dictates use of the exception.
- ix. This carriage must be performed without transshipment or relay.
- x. New York Forwarding Services Inc. will ensure that all required documentation is logged with U.S. Customs.

G. RETURN OF MATERIAL FROM THE KINGDOM OF SAUDI ARABIA TO THE CONUS REPAIR FACILITY:

- 1. Routing the material from the Kingdom of Saudi Arabia to CONUS:
 - a. Explosive Competent Approval Authority:
 - i. In accordance with Section 173, U.S. Title 49, Code of Federal Regulations (49 CFR), Explosive Exemption Numbers (EX #'s) must be obtained for FMS articles that remain in the original configurations, with no modifications, and for FMS articles that have been modified in any way from their originally-purchased configuration, including packaging for any commercial conveyance including initial procurement. Each FMS customer Competent Authority (CA) must request their own Explosive Hazard Classification authorization letter EX #'s and Packaging authorization letter from the U.S. Department of Transportation (DOT) prior to transporting material classified as explosive. If the material is moving within the Defense Transportation System (DTS) or via PPU it may be possible to substitute an Interim Hazard Classification (IHC) letter. Contact the Program Office Assistant Program Manager for Logistics (APML) or FMS Transportation (contact information found in Appendix B) for assistance.
 - b. Licensing Requirement for Returning Classified Material:
 - i. Classified material returning to CONUS requires the use of form DSP-85 "Application/License for Permanent/Temporary Export or Temporary Import of Classified Defense Articles and Classified Technical Data". It is the responsibility of the Kingdom of Saudi Arabia to obtain this license prior to the shipment of material.
 - c. Provisions for the Transportation of Lithium Batteries:
 - i. As per guidance contained within the International Air Transport Association (IATA) Dangerous Goods Regulations (DGR), current edition, there are specific provisions for transporting Lithium Batteries. Please refer to the DGR for proper regulation, or contact FMS Transportation (contact information found in Appendix B) for assistance.
 - d. Upon completion of the requirements outlined above and in Paragraph I and K of this transportation plan, the Kingdom of Saudi Arabia's representative will send a notice of intended import of classified material to New York Forwarding Services Inc. or the designated Military Port of Debarkation (for PPU) and the repair facility. Authorized personnel will escort the material to the Port of Embarkation and inform New York Forwarding Services Inc. or the designated Military Port of Debarkation with all relevant shipping data (flight or vessel number, arrival time, security seal number, etc.). After the material departs the Kingdom of Saudi Arabia, New York Forwarding Services Inc. will coordinate the receiving of the classified material accepting security responsibility upon custody of the classified material and forward the shipping documents for the inbound shipment for import customs clearance.

2. Routing of the Consignment to the Repair Facility from the Designated Military Port of Debarkation (Pilot pick-up):
 - a. Depending on Delivery Term Code assigned, the designated Military Port of Debarkation will notify the cognizant DCMA or Government Transportation Office to clear the shipment for delivery to the final specified CONUS repair facility. After the classified material has been cleared, the designated Military Port will send it to the final CONUS destination via a domestic carrier qualified by SDDC. The carrier's agent will take over the custody of the material by signing the Signature and Tally Record (DD form 1907), and the carrier's agent will be responsible for the material until arrival at the final destination.
 - b. The designated Military Port shall annotate the bills of lading as follows:

“Carrier is to notify the consignor and consignee immediately by telephone if shipment is delayed because of an accident or incident. If neither can be reached, contact the SDDC HOTLINE NUMBER (1-800-826-0794). Use the HOTLINE number to obtain safe haven or refuge instructions in the event of civil disorder, natural disaster, carrier strike or other emergency.”
 - c. The domestic carrier's agent shall also be furnished with specific written instructions and operating procedures. These include:
 - i. Name and address of persons, including alternates, to whom the classified material is to be delivered.
 - ii. Receipt procedures.
 - iii. Means of transportation and the route to be used.
 - iv. Duties during movement, scheduled stops and loading and unloading operations.
 - v. Emergency and communication procedures.
 - vi. Procedure to follow if notified by the carrier operations that the seal on the container had to be broken for specific reasons.
 - d. The carrier shall notify the designated Military Port immediately (by the fastest means) if the shipment is unduly delayed en-route. Such annotations shall not disclose the classified and/or sensitive nature of the material.
 - e. The designated consignee will notify designated Military Port if the material is not received within 48 hours from the estimated time of arrival given. The designated Military Port will check with the carrier to trace the shipment and if suspected of compromise, (i.e., package damaged, seals broken, etc.), the local security authorities, as well as the emergency POC's, (See Appendix B) Must Be Notified Immediately.
 - f. The designated consignee will provide a written confirmation by signing and returning the Signature and Tally Record (DD form 1907) for receipt of material to designated Military Port.
3. Routing of the Consignment to the repair facility from New York Forwarding Services Inc. facility:
 - a. New York Forwarding Services Inc. will inform the designated consignee of the pick-up date, estimated arrival date and carrier details at least 24 hours in advance of the arrival of the material, or immediately upon dispatch, if transit time is less than 24 hours of the arrival of the material. Once the material is ready for transport, New York Forwarding Services Inc. will transfer it to the final CONUS destination via a domestic carrier qualified by SDDC. The carrier's agent will take over the custody of the material by signing the Signature and Tally Record (DD form 1907), and the carrier's agent will be responsible for the material until arrival at the final destination.
 - b. New York Forwarding Services Inc. shall annotate the bills of lading as follows:

“Carrier is to notify the consignor and consignee immediately by telephone if shipment is delayed because of an accident or incident. If neither can be reached, contact the SDDC HOTLINE NUMBER (1-800-826-0794). Use the HOTLINE number to obtain safe haven or refuge instructions in the event of civil disorder, natural disaster, carrier strike or other emergency.”

- c. The domestic carrier's agent shall also be furnished with specific written instructions and operating procedures. These include:
 - i. Name and address of persons, including alternates, to whom the classified material is to be delivered.
 - ii. Receipt procedures.
 - iii. Means of transportation and the route to be used.
 - iv. Duties during movement, scheduled stops and loading and unloading operations.
 - v. Emergency and communication procedures.
 - vi. Procedure to follow if notified by the carrier operations that the seal on the container had to be broken for specific reasons.
- d. The carrier shall notify New York Forwarding Services Inc. immediately (by the fastest means) if the shipment is unduly delayed en-route. Such annotations shall not disclose the classified and/or sensitive nature of the material.
- e. The designated consignee will notify New York Forwarding Services Inc. if the material is not received within 48 hours from the estimated time of arrival given. New York Forwarding Services Inc. will check with the carrier to trace the shipment and if suspected of compromise, (i.e., package damaged, seals broken, etc.), the local security authorities, as well as the emergency POC's, (See Appendix B) Will Be Notified Immediately.
- f. The designated consignee will provide a written confirmation by signing and returning the Signature and Tally Record (DD form 1907) for receipt of material to New York Forwarding Services Inc.

H. COURIERS/ESCORTS:

1. Currently there are no requirements associated with the use of couriers/escorts for the movement of classified material under this FMS case. If the need arises to incorporate couriers/escorts under this plan then the plan will be amended.

I. RECIPIENT RESPONSIBILITIES:

1. Explosive Competent Approval Authority:
 - a. In accordance with Section 173, U.S. Title 49, Code of Federal Regulations (49 CFR), Explosive Exemption Numbers (EX #'s) must be obtained for FMS articles that remain in the original configurations, with no modifications, and for FMS articles that have been modified in any way from their originally-purchased configuration, including packaging for any commercial conveyance including initial procurement. Each FMS customer Competent Authority (CA) must request their own Explosive Hazard Classification authorization letter EX #'s and Packaging authorization letter from the U.S. Department of Transportation (DOT) prior to transporting material classified as explosive. If the material is moving within the Defense Transportation System (DTS) or via PPU it may be possible to substitute an Interim Hazard Classification (IHC) letter. Contact the Program Office Assistant Program Manager for Logistics (APML) or FMS Transportation (contact information found in Appendix B) for assistance.
2. Licensing Requirement for Returning Classified Material:

- a. Classified material returning to CONUS requires the use of form DSP-85 "Application/License for Permanent/Temporary Export or Temporary Import of Classified Defense Articles and Classified Technical Data". It is the responsibility of the Kingdom of Saudi Arabia to obtain this license prior to the shipment of material.
3. Provisions for the Transportation of Lithium Batteries:
 - a. As per guidance contained within the International Air Transport Association (IATA) Dangerous Goods Regulations (DGR), current edition, there are specific provisions for transporting Lithium Batteries. Please refer to the DGR for proper regulation, or contact FMS Transportation, (contact information found in Appendix B) for assistance.
4. Upon Receipt of Classified and/or Sensitive Material:
 - a. Upon receipt of the classified and/or sensitive material in the Kingdom of Saudi Arabia, cleared authorized officials will examine all shipping documents to determine if the material had been transferred to any unauthorized carrier during shipment or if any form of compromise was suspected during shipment. Any suspected compromise will "IMMEDIATELY" be reported to the emergency points of contacts listed in (Appendix B).
 - b. After the completion of the inspection, if no problems were discovered, the country designated representative will sign the Signature and Tally Record (DD form 1907) and return one copy to the original Source(s) of Supply (consignor), and one copy to the Program Office, additionally please provide the Program Office and FMS Transportation with an email confirming shipment is complete, contact information can be found in (Appendix B).

J. TRANSFER OF CUSTODY:

1. For initial issue items listed within this FMS case, to include all amendments and modifications, Transfer of Custody will take place upon the Kingdom of Saudi Arabia signing the DD form 250, or upon receipt of the material at the Port of Embarkation / New York Forwarding Services Inc. facility whichever occurs first.
2. All of the items being returned from the Kingdom of Saudi Arabia to the U.S. for repair/upgrades listed within this FMS case, to include all amendments and modifications, will not transfer custody, and will remain the property of the Kingdom of Saudi Arabia for the duration of the repairs/upgrades.

K. TRANSFER DOCUMENTATION:

1. The following documents that may be required by law or regulation and that are related to the shipment includes or may include the following: LOAs, DD Forms 1348-1a, DD Forms 250, DoD MILSTRIPs, NOA's, Government Bill of Ladings (GBL's), Commercial Bill of Ladings (CBL's), United States Postal Service (USPS) receipts (insured, express, certified, or registered mail), packing lists, inventories, export license, airway bills, Signature Tally Record (DD form 1907), and/or declarations.

L. TRANSPORTATION PLAN APPROVAL, CHANGES OR DEVIATIONS:

1. This transportation plan has been prepared by FMS Transportation for the U.S. Government Program Office representative identified in (Appendix B). Any proposed changes or deviations to this plan must be sent in writing to FMS Transportation through the appropriate FMS Case Manager for approval prior to implementation. It is the responsibility of the Kingdom of Saudi Arabia and/or their designated government representative(s) to ensure the accuracy of this transportation plan. This transportation plan is inclusive of all attachments.

2. This transportation plan was originally submitted and approved on 26 November 2012 by Naval Air Systems Command Headquarters Security Office (AIR-7.4.1). (b)(6)

Distribution List:

AFSAC-FLO / SR
USCENTCOM
PMA-259 E-4 Program Manager
PMA-242 Program Manager
PMA-201 Program Manager
DSS Regional Office
Raytheon DCMA
Boeing DCMA
New York Forwarding Services, Inc.

APPENDIX A
REGULATORY REFERENCE LISTING

- | | |
|---------------------------------------|--|
| 1. Reference: DoD 5105.38-M | Security Assistance Management Manual |
| 2. Reference: DoD 5105.21-M-1 | Department of Defense Sensitive Compartmented Information Administrative Security Manual |
| 3. Reference: DoDM 5200.1 | DoD Information Security Program |
| 4. Reference: DoD 5200.33-R | Defense Courier Service Regulation |
| 5. Reference: DoD 5220.22-M | National Industrial Security Program Operating Manual (NISPO) |
| 6. Reference: DoD 4000.25-8-M | Military Assistance Program Address Directory |
| 7. Reference: DoD 5100.76-M | Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives |
| 8. Reference: AFMAN 16-101 | International Affairs and Security Assistance Management |
| 9. Reference: AFMAN 24-204 | Preparing Hazardous Material for Military Air Shipment |
| 10. Reference: DoD 4500.9-R | Defense Transportation Regulation, Part II, Cargo Movement |
| 11. Reference: MIL-STD-129 | Standard Practice for Military Marking |
| 12. Reference: AFI 31-401 | Information Security Program Management |
| 13. Reference: NAVSUP Publication 541 | Security Assistance Manual |
| 14. Reference: IPSRHBK | International Programs Security Requirements Handbook |
| 15. Reference: 22 C.F.R Chapter 1M | International Traffic in Arms Regulations (ITAR) |
| 16. Reference: 49 C.F.R part 173 | Shippers General Requirements for Shipments and packing |
| 17. Reference: IATA DGR | International Air Transportation Association, Dangerous Goods Regulation |

APPENDIX B
POINTS OF CONTACT

NAME	TITLE/ ACTIVITY	ADDRESS	OFFICE/TEL	CELL	FAX	EMAIL
KINGDOM OF SAUDI ARABIA (IN COUNTRY)						
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]			[REDACTED]
[REDACTED]	[REDACTED]	(b)(6)		[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]

APPENDIX B
POINTS OF CONTACT

NAME	TITLE/ ACTIVITY	ADDRESS	OFFICE/TEL	CELL	FAX	EMAIL	
USG AND/OR COMPANY REPRESENTATIVE (Cont.)							
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	(b)(6)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

APPENDIX B
POINTS OF CONTACT

NAME	TITLE/ ACTIVITY	ADDRESS	OFFICE/TEL	CELL	FAX	EMAIL
MILITARY OCEAN TERMINAL (Sunny Point North Carolina)						
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]			[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]	(b)(6)			[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		PAGE 1 OF 1 PAGE(S)		
2. AMENDMENT/MODIFICATION NO. ID01150103 / P O 013		3. EFFECTIVE DATE 02/11/2020	4. REQUISITION/PURCHASE REQ. NO. A20443139	
6. ISSUED BY GSA Region 1 David A Feit 10 Causeway Street Boston, MA 02222-1048 United States (617) 320-6765		5. PROJECT NO. (if applicable) 7. ADMINISTERED BY (If other than Item 6) David A Feit (617) 320-6765		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) (b)(6) SCIENTIFIC RESEARCH CORPORATION 2300 WINDY RIDGE PKWY STE 400S ATLANTA, GA 30339-8431 United States (b)(6)		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. GS00Q14OADU131 / GSQ0116BK0284 TYPE OF MODIFICATION: E. Amount + Admin Change		
CODE	FACILITY CODE	10B. DATED (SEE ITEM 11) 02/07/2020 12:00 AM		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="radio"/> is extended <input type="radio"/> is not extended.				
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required) 285F.Q01FA000.AA20 25.AF151.H08...				
13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
<input type="checkbox"/> THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
<input type="checkbox"/> THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).				
<input type="checkbox"/> THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
<input checked="" type="checkbox"/> OTHER (Specify type of modification and authority) 252.232-7007, Limitation of Government's Obligation				
E. IMPORTANT: Contractor IS required to sign this document and return copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract matter where feasible.)				
ORDER MOD DATED: 02/10/2020		Quote Dated: 02/10/2020	Order ID: ID01150103	
PERFORMANCE PERIOD FROM: 10/10/2016		PERFORMANCE PERIOD TO: 10/09/2020	Desired Delivery Date:	
ITEM NO	TASK ITEM DESCRIPTION	PREVIOUS MOD AMOUNT	MOD CHANGE AMOUNT	NEW MOD AMOUNT
	(b)(4)			
	(b)(4)			
	(b)(4)			
	(b)(4)			
	(b)(4)			
	(b)(4)			
	(b)(4)			
	(b)(4)			
	(b)(4)			
	(b)(4)			

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AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE 1 OF 1 PAGE(S)
2. AMENDMENT/MODIFICATION NO. ID01150103 / P O 014		3. EFFECTIVE DATE 05/07/2020	4. REQUISITION/PURCHASE REQ. NO. A20443139	5. PROJECT NO. (if applicable)
6. ISSUED BY GSA Region 1 David A Feit 10 Causeway Street Boston, MA 02222-1048 United States (617) 320-6765		7. ADMINISTERED BY (If other than Item 6) David A Feit (617) 320-6765		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) (b)(6) SCIENTIFIC RESEARCH CORPORATION 2300 WINDY RIDGE PKWY STE 400S ATLANTA, GA 30339-8431 United States (b)(6)		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. GS00Q14OADU131 / GSQ0116BK0284 TYPE OF MODIFICATION: E. Amount + Admin Change		
CODE	FACILITY CODE	10B. DATED (SEE ITEM 11) 03/03/2020 12:00 AM		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="radio"/> is extended <input type="radio"/> is not extended.				
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required) 285F.Q01FA000.AA20 25.AF151.H08...				
13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
<input type="checkbox"/> THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
<input type="checkbox"/> THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).				
<input type="checkbox"/> THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
<input checked="" type="checkbox"/> OTHER (Specify type of modification and authority) 252.232-7007, Limitation of Government's Obligation				
E. IMPORTANT: Contractor IS required to sign this document and return copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract matter where feasible.)				
ORDER MOD DATED: 05/01/2020		Quote Dated: 05/01/2020		Order ID: ID01150103
PERFORMANCE PERIOD FROM: 10/10/2016		PERFORMANCE PERIOD TO: 10/09/2020		Desired Delivery Date:
ITEM NO	TASK ITEM DESCRIPTION	PREVIOUS MOD AMOUNT	MOD CHANGE AMOUNT	NEW MOD AMOUNT
	(b)(4)			
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	(b)(4)			
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	(b)(4)			
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	(b)(4)			
	(b)(4)			
	(b)(4)			

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PAGE 1 OF 1
PAGE(S)

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AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE 1 OF 1 PAGE(S)	
2. AMENDMENT/MODIFICATION NO. ID01150103 / P O 016		3. EFFECTIVE DATE 09/24/2020	4. REQUISITION/PURCHASE REQ. NO. A20443139	5. PROJECT NO. (if applicable)
6. ISSUED BY GSA Region 1 David A Feit 10 Causeway Street Boston, MA 02222-1048 United States (617) 320-6765		7. ADMINISTERED BY (If other than Item 6) David A Feit (617) 320-6765		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) (b)(6) SCIENTIFIC RESEARCH CORPORATION 2300 WINDY RIDGE PKWY STE 400S ATLANTA, GA 30339-8431 United States (b)(6)		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. GS00Q14OADU131 / GSQ0116BK0284 TYPE OF MODIFICATION: A. Amount Change		
CODE	FACILITY CODE	10B. DATED (SEE ITEM 11) 08/25/2020 12:00 AM		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="radio"/> is extended <input type="radio"/> is not extended.				
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:				
(a) By completing items 8 and 15, and returning _ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required) 285F.Q01FA000.AA20 25.AF151.H08...				
13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
<input type="checkbox"/> THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
<input type="checkbox"/> THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).				
<input type="checkbox"/> THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
<input checked="" type="checkbox"/> OTHER (Specify type of modification and authority) 252.232-7007 - Limitation of Government's Obligation				
E. IMPORTANT: Contractor IS required to sign this document and return copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract matter where feasible.)				
ORDER MOD DATED: 09/23/2020		Quote Dated: 09/23/2020		Order ID: ID01150103
PERFORMANCE PERIOD FROM: 10/10/2016		PERFORMANCE PERIOD TO: 10/09/2020		Desired Delivery Date:
ITEM NO	TASK ITEM DESCRIPTION	PREVIOUS MOD AMOUNT	MOD CHANGE AMOUNT	NEW MOD AMOUNT
	(b)(4)			
	(b)(4)			
	(b)(4)			
	(b)(4)			
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	(b)(4)			
	(b)(4)			
	(b)(4)			
	(b)(4)			
	(b)(4)			

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https://was.itss.gsa.gov/rba_modernization/xhtml/view/viewForm30Print.seam?id=500966... 10/2/2020

https://was.itss.gsa.gov/rba_modernization/xhtml/view/viewForm30Print.seam?id=500966... 10/2/2020

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		PAGE 1 OF 1 PAGE(S)		
2. AMENDMENT/MODIFICATION NO. ID01150103 / P S 018		3. EFFECTIVE DATE 10/09/2020	4. REQUISITION/PURCHASE REQ. NO. A20443139	
6. ISSUED BY GSA Region 1 David A Feit 10 Causeway Street Boston, MA 02222-1048 United States (617) 320-6765		5. PROJECT NO. (if applicable) 7. ADMINISTERED BY (If other than Item 6) David A Feit (617) 320-6765		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) (b)(6) SCIENTIFIC RESEARCH CORPORATION 2300 WINDY RIDGE PKWY STE 400S ATLANTA, GA 30339-8431 United States (b)(6)		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. GS00Q14OADU131 / GSQ0116BK0284 TYPE OF MODIFICATION: E. Amount + Admin Change		
CODE	FACILITY CODE	10B. DATED (SEE ITEM 11) 10/02/2020 12:00 AM		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="radio"/> is extended <input type="radio"/> is not extended.				
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required) 285F.Q01FA000.AA20 25.AF151.H08...				
13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
<input type="checkbox"/> THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
<input type="checkbox"/> THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).				
<input checked="" type="checkbox"/> THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: 52.212-4 - Contract Terms and Conditions - Commercial Items				
<input type="checkbox"/> OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor IS required to sign this document and return copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract matter where feasible.)				
ORDER MOD DATED: 10/08/2020		Quote Dated: 10/08/2020	Order ID: ID01150103	
PERFORMANCE PERIOD FROM: 10/10/2016		PERFORMANCE PERIOD TO: 10/31/2020	Desired Delivery Date:	
ITEM NO	TASK ITEM DESCRIPTION	PREVIOUS MOD AMOUNT	MOD CHANGE AMOUNT	NEW MOD AMOUNT
(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)
(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)
(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)
(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)
(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)
(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)
(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)
(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)
(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)
(b)(4)	(b)(4)	(b)(4)	(b)(4)	(b)(4)

https://was.itss.gsa.gov/rba_modernization/xhtml/view/viewForm30Print.seam?id=500966... 10/9/2020

https://was.itss.gsa.gov/rba_modernization/xhtml/view/viewForm30Print.seam?id=50096... 10/29/2020

The task order for AF ESSM Support Services in Saudi Arabia is hereby modified to exercise and incrementally fund Option Period 4B, as follows:

(b)(4)

(b)(4)

***Attention Contractors: The invoice submission functionality within the system is changing to converge and normalize invoice submission across ASSIST. The invoice submission process detailed at the following link supersedes any instructions for interfacing with the system(s) currently in the contract. These revised instructions do not change the frequency, content, supporting documentation requirements, or any other terms and conditions for invoice submission: [Invoice Submission Instructions](#)

For additional assistance contact the ASSIST Helpdesk at 877-472-4877. ***

	PRIOR AMOUNT	NEW AMOUNT	INCREASE/DECREASE
Cost To GSA:	\$9,982,304.23	\$12,845,205.84	\$2,862,901.61

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
David A Feit
(617) 320-6765

16C. DATE SIGNED
10/29/2020

(Signature of person authorized to sign)

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA FAR (48 CFR) 53.243

TASK ORDER (TO) REQUEST FOR PROPOSAL (RFP) No. ID01150103

Conformed/Revised through Amendment 03/8.4.16

Issued Under:

**GSA's One Acquisition Solution for Integrated Services (OASIS UNRESTRICTED)
Indefinite-Delivery Indefinite Quantity (IDIQ) Contract**

Solicitation Title: Hanscom Force Protection FMS (Saudi Arabia)

The scope of this effort is to provide Electronic Security Systems Manager (ESSM) personnel to monitor Paveway IV munitions, Stand Off Weapons (SOW) and F 15SA Critical Controlled Assets (CCA) at designated Royal Saudi Air Force (RSAF) locations within the Kingdom of Saudi Arabia (KSA) and at Eskan Village, Riyadh. A total of six (6) sites.

Issuing Office: GSA/FAS, Region 1, Boston, MA

Agency Contact:

GSA Contracting Officer (CO)

Kimberly Yates

Kimberly.Yates@gsa.gov

Alternate Contact:

GSA Contract Specialist (CS)

Kristine Levine

Kristine.Levine@gsa.gov

RFP Issue Date: June 24, 2016

Questions Due Date: Questions are due by 4:00 EST July 1, 2016. No verbal inquiries will be accepted. Any additions, deletions, or changes to this solicitation will be made by amendment. Submit Questions via email to: Kimberly.Yates@gsa.gov with cc. to Kristine.Levine@gsa.gov

Proposal Due Date: Proposals are due by 12:00 PM EST July 26, 2016. A DVD/CD proposal shall be mailed to:

GSA Federal Acquisition Services
10 Causeway Street, Room 1085
Boston MA 02222
Attn: Kim Yates

1.0. OASIS TASK ORDER INFORMATION

1.1. OASIS Pool Being Solicited/Awarded: Pool 1

1.2. NAICS Code and Small Business Size Standard: The principal nature of the requirements described in this solicitation is consistent with services performed by industries in the NAICS Code 541990 All Other Professional, Scientific, and Technical Services with a small business size standard of \$14M.

1.3. Product Service Code (PSC): The services in this solicitation are best represented by PSC Code: R706 Support Management: Logistics Support

1.4. Type of Contract: The primary type of contract resulting from this solicitation is Firm Fixed Price (FFP) task order. There will also be two ancillary support CLINs that will be Cost Reimbursable. The Contractor is not entitled to mark up or profit on the cost of travel or other direct costs. See Section 2.0. The government anticipates awarding a 12 month base period with four one year option periods with an anticipated start date of approximately 12 October 2016.

1.5. Type of Services: The type of services under this solicitation is:

☒ Commercial Items ☐ Non Commercial Items ☐ Mix of Both

1.6. Extent of Competition: This solicitation will be based on

1.6.1. ☒ Fair Opportunity procedures (FAR 16.505(b)(1))

1.7. Security Clearances:

1.7.1. The clearance level for this PWS/SOW is:

☒ Unclassified ☐ Classified ☐ Mix of Both

1.7.2. The Facility Clearance Level for this PWS/SOW is:

☐ Unclassified ☒ Secret ☐ Top Secret ☐ Other:

1.8. Performance Location(s):

1.8.1. The performance locations for this PWS/SOW are:

☐ CONUS ☒ OCONUS ☐ Mix of Both

1.8.3. The labor will be performed at:

☒ Government Site ☐ Contractor Site ☐ Mix of Both

1.9. Place(s) of Performance:

1.9.1. The places of performance(s) for this PWS/SOW are:

Kingdom of Saudi Arabia (KSA) and Riyadh.

1.10. Period of Performance:

1.10.1. The period of performance for this task order is as follows:

Base: Date of award for twelve months
 Option 1: twelve months from expiration of Base Period (if exercised)
 Option 2: twelve months from expiration of Option 1 (if exercised)
 Option 3: twelve months from expiration of Option 2 (if exercised)
 Option 4: twelve months from expiration of Option 3 (if exercised)

2.0. CONTRACT LINE ITEMS (CLINS) AND CONTRACT TYPE BY CLIN**BASE PERIOD PRICES**

CLIN 0001 Services (FFP)	\$	Total Firm Fixed Price:
CLIN 0002 Travel (Cost-reimbursable(CR))	\$ 47,357.00	Total Estimated Ceiling Price
CLIN 0003 Ancillary Support (Cost-reimbursable (CR))	\$	Total Ceiling Price
CLIN 0004 Data Not Separately Priced (NSP)	\$	
<u>Total Base Price CLINs 0001 – 0004</u>	\$	
CLIN 0005 Contract Access Fee (CAF) (Not to Exceed (NTE)) *	\$	Total Ceiling Price
TOTAL BASE PERIOD PRICE (CLIN 0001 – 0004)	\$	

OPTION 1 PRICES

CLIN 1001 Services (FFP)	\$	Total Firm Fixed Price:
CLIN 1002 Travel (Cost-reimbursable(CR))	\$ 66,116	Total Estimated Ceiling Price
CLIN 1003 Ancillary Support (CR)	\$	Total Ceiling Price
CLIN 1004 Data NSP	\$	

Total Price CLINs 1001 – 1003

\$

CLIN 1005 Contract Access Fee (CAF)
(Not to Exceed (NTE)) *

\$

Total Ceiling Price

**TOTAL OPTION 1 PRICE
(CLIN 1001 – 1005)**

\$

OPTION 2 PRICES

CLIN 2001 Services (FFP)

\$

Total Firm Fixed Price:

CLIN 2002 Travel (Cost-reimbursable(CR))

\$ 73,570

Total Estimated Ceiling Price

CLIN 2003 Ancillary Support (CR)

\$

Total Ceiling Price

CLIN 2004 Data NSP

\$

Total Price CLINs 2001 – 2003

\$

CLIN 2005 Contract Access Fee (CAF)
(Not to Exceed (NTE)) *

\$

Total Ceiling Price

**TOTAL OPTION 2 PRICE
(CLIN 2001 – 2005)**

\$

OPTION 3 PRICES

CLIN 3001 Services (FFP)

\$

Total Firm Fixed Price:

CLIN 3002 Travel (Cost-reimbursable(CR))

\$ 87,548

Total Estimated Ceiling Price

CLIN 3003 Ancillary Support (CR)

\$

Total Ceiling Price

CLIN 3004 Data NSP

\$

Total Base Price CLINs 3001 – 3003

\$

CLIN 3005 Contract Access Fee (CAF)
(Not to Exceed (NTE)) *

\$

Total Ceiling Price

**TOTAL OPTION 3 PRICE
(CLIN 3001 – 3005)**

\$

OPTION 4 PRICES

CLIN 4001 Services (FFP)

\$

Total Firm Fixed Price:

CLIN 4002 Travel (Cost-reimbursable(CR))	\$ 102,521	Total Estimated Ceiling Price
CLIN 4003 Ancillary Support (CR)	\$	Total Ceiling Price
CLIN 4004 Data NSP		
<u>Total Base Price CLINs 4001 – 4003</u>	\$	
CLIN 4005 Contract Access Fee (CAF) (Not to Exceed (NTE)) *	\$	Total Ceiling Price
TOTAL OPTION 4 PRICE (CLIN 4001 – 4005)	\$	
TOTAL ORDER PRICE BASE & ALL OPTIONS	\$	

* The CAF is based on percentage which applies to all Prices/Costs, i.e., all Labor, ODCs, materials, equipment, travel and subcontractors. The total CAF Percentage for this task order is: .1% Per OASIS Ordering Guide dated 9/14/2015, any task order placed by GSA Assisted Acquisition Services (AAS) shall have a reduced fee of .1%

2.1. Travel. Travel is anticipated during the performance of this requirement. These costs cannot be accurately forecasted at this time and are therefore awarded on a cost reimbursable basis and may be partially funded as indicated on the award document. All requests for travel must be approved by the COR and Contracting Officer prior to incurring costs. Travel will be reimbursed to the extent allowable pursuant to FAR Subpart 31.205 46.

The Contractor shall submit travel costs on their monthly invoices within 30 days of travel. Travel shall be conducted and will be reimbursed in accordance with FAR 31.205-46 – *Travel Costs*. The Contractor is not entitled to fee (profit) on the cost of travel.

Refer to the PWS references for escort responsibility. Conus travel is anticipated, bases to be provided.

The contractor shall use only the minimum quantity and cost of travel required to accomplish the task. Travel shall be scheduled during normal duty hours whenever possible. All travel must be authorized and approved in writing by the Government COR prior to travel. Direct Labor and travel related expenses that are allowable under FAR Part 31 and consistent with the Joint Travel Regulation (JTR) may be allowed and shall be billed on a cost reimbursement basis.

A memorandum prepared by the contractor and signed by the COR (PM02) shall, for each travel request, detail the contemplated per diem and related costs of travel to and

at the travel site. The memorandum shall affirmatively demonstrate that all costs associated with the travel and for which the contractor shall seek reimbursement from the Government in accordance with FAR 31 are in direct support of the Task Order. All persons performing OCONUS official travel on behalf of DoD and as part of this Task Order shall comply with DoD travel security requirements. These same persons shall obtain a security travel briefing from the Security Office within 30 days prior to travel on area specific threats, foreign intelligence elicitation techniques, unique theatre security requirements, and reporting and debriefing requirements upon completion of travel.

3.0. DESCRIPTION OF SERVICES/SCOPE OF WORK

3.1 Scope. The scope of this effort is to provide Electronic Security Systems Manager (ESSM) personnel to monitor Paveway IV munitions, Stand Off Weapons (SOW) and F 15SA Critical Controlled Assets (CCA) at designated Royal Saudi Air Force (RSAF) locations within the Kingdom of Saudi Arabia (KSA) and at Eskan Village, Riyadh. A total of six (6) sites.

All housing, meals, telephones and transportation will be provided by the contractor. The ESSM personnel based at Eskan Village will be housed at Eskan Village. All ESSM personnel responsible for the RSAF bases shall be housed in a location that enables response times in accordance with the requirements.

All clearances, passports, visas, base access requests and any required work permits are to be provided and maintained for currency by the contractor and must be in place prior to in country arrival.

ESSM personnel are expected to perform diagnostic network and equipment trouble shooting actions, be certified on the operation of the IDS system, provide escort support for equipment and produce/provide IDS system training to Saudi personnel.

3.2 Statement of Work:

3.2.1 Applicable Documents. The following documents are applicable to this Statement of Work to the extent specified herein.

- Paveway IV Standard Operating Procedures (SOP)
- CCA Standard Operating Procedures (SOP)

3.2.2 Requirements.

3.2.2.1 Program Management Requirements.

- United States Government (USG) and the United States Military Training Mission (USMTM) will hire an ESSM/A at Eskan Village in order to oversee and manage ESSM personnel.

- The contractor shall provide program, technical, and administrative support for project oversight.
- The contractor shall conduct scheduling, budgeting, and reporting to ensure execution is within cost and schedule.
- The contractor shall prepare and submit to the government a monthly written status report to include: a summary of tasks accomplished over the past month; analysis of false alarm, nuisance alarm, and maintenance trends; anticipated major tasks for the coming month; and a summary of funds expended for the past month and cumulatively for the entire period of performance. (CDRL A001)

The contractor shall ensure all personnel maintain valid security clearances, Common Access Cards, current country visas, and base access for their personnel.

3.2.2.2 Technical Requirements.

3.2.2.2.1 The contractor shall perform United States Government (USG) ESSM designated tasks in accordance with applicable documents listed in Section 2 (Standard Operating Procedures) of this document.

3.2.2.2.2 The contractor shall have personnel available 24/7/365 on one hour notice (2 hours as a maximum or as conditions dictate) for the opening of storage facilities, escorting of assets and inventory actions according to the relevant SOP direction. The contractor shall have a minimum of 1 personnel manning the ESKAN oversight location 24/7/365. ESSM/A or his/her designee can and may designate ESSM's from ESKAN to the CIF facility (Al Salam), Dhahran (KAAB) and Al Kharj (PSAB) as needed.

3.2.2.2.3 The contractor shall maintain a validated and current access list for US Government personnel.

3.2.2.2.4 The contractor will perform accountability on assets NLT 4 hours after alarmed incident.

3.2.2.2.5 The contractor shall notify United States Military Training Mission (USMTM) in the event of an intrusion, and shall be available to be notified by RSAF/Air Police Commander.

3.2.2.2.6 The contractor will work in concert with RSAF ESSM.

3.2.2.2.7 The contractor shall document and report maintenance records, active, false, and nuisance alarms monthly to the ESSM/A or his/her designee, RSAF Air Police, Central Security Control Station (CSCS), and RSAF Armament and Munitions Director, USMTM.

3.2.2.2.8 The contractor shall monitor and account for RSAF Paveway IV munitions, Stand Off Weapons (SOW) located at designated RSAF facilities as detailed in section 2 (Standard Operating Procedures) of this document. The contractor shall monitor, account for, escort and issue F 15SA Critically Controlled Assets (CCA) at locations containing CCA in accordance with section 2 (Standard Operating Procedures) of this document.

3.2.2.2.9 The contractor will perform account inventory and stock control, research and identification of spares, supplies and equipment. Necessary purchase of spares/repairs will be identified.

3.2.2.2.10 The contractor shall monitor, repair and maintain Intrusion Detection System (IDS) to ensure 24 hour functionality, schedule functional tests and annotate any alarms and/or discrepancies with the security system. A minimum supply of spare IDS sensors and components (Cameras, BMS, PIRs, volumetric sensors and other system components) shall be maintained at sites and/or at Eskan in order to facilitate rapid system repair and/or replace activities. The contractor shall coordinate with RSAF Communications Squadron as required on complicated repairs.

3.2.2.2.11 The contractor shall provide on call 24/7/365 support of the IDS. Contractor must be certified for use and administrative actions on the IDS used for monitoring. As per the security agreement with the United States Government and the Kingdom of Saudi Arabia, an initial certification of the IDS will be performed by the Defense Technology Security Administration (DTSA). Quarterly evaluations comprised of no notice tests will be performed by ESSM personnel and results provided to the United States Government (USG).

3.2.2.2.12 The contractor shall monitor IDS to ensure RSAF secure storage facility security is meeting established requirements listed within Standard Operating Procedures (SOP).

3.2.2.2.13 The contractor shall validate all false and nuisance alarms at site, maintaining logbooks to document any and all alarm notifications. Date, time, alarm type and RSAF response will be annotated. Logbooks shall be kept for the duration of the contract, turned over to the Government at the conclusion of the contract, and may be done on locally produced forms.

3.2.2.2.14 The contractor shall analyze and report on trends observed in Nuisance Alarm Rates (NAR), False Alarm Rates (FAR), and maintenance actions.

3.2.2.2.15 The contractor shall advise on site Royal Saudi Air Police on ESSM operations and secure storage structural deficiencies. The contractor shall recommend necessary actions to remedy deficiencies or problem areas.

3.2.2.2.16 The contractor shall review operational status of IDS sensor subsystems on a daily basis. These tests are conducted to ensure annunciation and display segments of the system are functioning correctly.

3.2.2.2.17 The contractor shall conduct ESSM functional quarterly exercises and requirements designed to test system operational capability. Exercises will be executed in accordance with RSAF checklists. Exercise results will be kept on file for at least one year to monitor trends.

3.2.2.2.18 The contractor shall be proficient in system/network troubleshooting and shall provide all equipment/software needed to administer troubleshooting actions in the event of IDS system failure.

3.2.2.2.19 The contractor shall notify the USMTM and USG of system failures and service disruptions. The contractor shall troubleshoot the IDS system/network in conjunction with STC/DCIT and provide the following information

- 1) Cause of failure
- 2) Impact of failure
- 3) Time of occurrence
- 4) Implemented/required corrective actions

3.2.2.2.20 The contractor must maintain and provide copies to the USG and USMTM, a listing of all system user IDs and passwords. Passwords shall not be shared with other entities unless explicit approval from the USG.

3.2.2.2.21 The contractor shall perform system and component maintenance. The contractor shall perform the activities for placing work orders for system repairs, disposal or shipment.

3.2.2.2.22 The contractor shall determine anticipated workloads and schedule supply activities in accordance with established standards.

3.2.2.2.23 The contractor shall identify needed requirements for storage, including classified, sensitive, hazardous and flammable. Additionally, the contractor shall ensure the prevention of deterioration and contaminating effects of light, cold, heat, moisture and destruction of property by insects and vermin.

3.2.2.2.24 The contractor shall develop an IDS training program for RSAF system operators to meet local requirements. The training program shall include a detailed block of instruction for the ESS being monitored. This will include but not limited to, all aspects of the system operation (i.e. acknowledging, assessing and responding to alarms, troubleshooting system failures and maintenance procedures). (CDRL A002)

3.2.2.2.25 The contractor shall conduct IDS training. Training may be conducted while on duty or in a formal classroom environment or a combination of both. At a minimum, once certified, an operator will complete annual refresher training to ensure IDS currency.

3.2.2.2.26 [CCA Specific] The contractor shall manage, escort and monitor critical controlled assets and is responsible for maintaining accountability and accurate inventory of serialized aircraft assets in secure storage facility at all times.

3.2.2.2.27 [CCA Specific] The contractor shall access secure storage facility for all critical controlled assets issuing, escorting, removal and return operations.

3.2.2.2.28 [CCA Specific] The contractor shall annotate all asset movements in and out of the secure storage facility in a logbook. Logbook is kept for a minimum of one (1) year and can be done on locally produced forms.

3.2.2.2.29 [CCA Specific] The contractor shall provide escort services for critical controlled assets within supported country. Responsibilities may include escorting aircraft assets from the United States to base location in support country and/or vice versa.

3.2.2.2.30 [Eskan Village] The contractor shall continuously operate and monitor the IDS 24/7/365 to ensure RSAF secure storage facilities and security procedures are meeting USG standards.

3.2.2.2.31 [Eskan Village] The contractor shall provide ESSM support and escort to the Al Salam Aircraft Company Conversion Installation Facility (CIF) CCA movements as directed.

3.2.2.2.32 [Eskan Village] The contractor shall assist ESS managers in IDS system or storage facility structural deficiencies and advising on necessary action programs to remedy problem areas.

3.2.2.2.33 [Eskan Village] The contractor shall maintain commercial manuals that describe equipment components and operating procedures for the ESS that is in use. The manuals shall be on hand unless they can be accessed electronically 24 hours a day at another agency

3.2.2.2.34 If needed, the contractor shall temporarily fill ESSM positions in alternate downrange locations or Eskan Village.

3.2.2.2.35 The contractor shall provide escort of CCA assets, provide escort to and from CONUS locations as directed.

3.2.2.2.36 The contractor shall provide **key** personnel in execution of these requirements. The following table provides a tentative manning schedule:

ESSM Manning Note: Number of personnel is subject to change		
Base Year		
Location		Projected Number of Personnel
Eskan Village		5
Eskan Village		1
Tabuk KFAB		0
Dhahran KAAB		0
Khamis KKAB		1
Al Kharj-PSAB		0
Taif- PAAB		1
		Estimated Total = 8
Option 1		
Location		Projected Number of Personnel
Eskan Village		6
Riyadh		1
Tabuk KFAB		1
Dhahran KAAB		0
Khamis KKAB		1
Al Kharj-PSAB		0
Taif- PAAB		1
		Estimated Total = 10
Option 2		
Location		Projected Number of Personnel
Eskan Village		6
Riyadh		1
Tabuk KFAB		1
Dhahran KAAB		0
Khamis KKAB		1
Al Kharj-PSAB		0
Taif- PAAB		1

		Estimated Total = 10
Option 3		
Location		Projected Number of Personnel
Eskan Village		6
Riyadh		1
Tabuk KFAB		1
Dhahran KAAB		1
Khamis KKAB		1
Al Kharj-PSAB		0
Taif- PAAB		1
		Estimated Total = 11
Option 4		
Location		Projected Number of Personnel
Eskan Village		6
Riyadh		1
Tabuk KFAB		2* tentative increase
Dhahran KAAB		1
Khamis KKAB		1
Al Kharj-PSAB		0
Taif- PAAB		1
		Estimated Total = 12*
ESSM Manning		
Note: Start dates and number of personnel are subject to change		
Base Year		
Location	Tentative Start Date	Projected Number of Personnel
Eskan Village	January 2016	5
Eskan Village	December 2016	1
Tabuk KFAB		0
Dhahran KAAB		0
Khamis KKAB	December 2016	1
Al Kharj-PSAB		0
Taif- PAAB	January 2016	1
		Estimated Total = 8

Option 1		
Location	Tentative Start Date	Projected Number of Personnel
Eskan Village	January 2017	6
Riyadh	October 2017	1
Tabuk KFAB	October 2017	1
Dhahran KAAB		0
Khamis KKAB	January 2017	1
Al Kharj-PSAB		0
Taif- PAAB	January 2017	1
		Estimated Total = 10

Option 2		
Location	Tentative Start Date	Projected Number of Personnel
Eskan Village	January 2018	6
Riyadh	January 2018	1
Tabuk KFAB	January 2018	1
Dhahran KAAB		0
Khamis KKAB	January 2018	1
Al Kharj-PSAB		0
Taif- PAAB	January 2018	1
		Estimated Total = 10
Option 3		
Location	Tentative Start Date	Projected Number of Personnel
Eskan Village	January 2019	6
Riyadh	January 2019	1
Tabuk KFAB	January 2019	1
Dhahran KAAB	January 2019	1
Khamis KKAB	January 2019	1
Al Kharj-PSAB		0
Taif- PAAB	January 2019	1
		Estimated Total = 11
Option 4		
Location	Tentative Start Date	Projected Number of Personnel
Eskan Village	January 2020	6
Riyadh	January 2020	1
Tabuk KFAB	January 2020	2* tentative increase
Dhahran KAAB	January 2020	1
Khamis KKAB	December 2020	1
Al Kharj-PSAB		0
Taif- PAAB	January 2020	1
		Estimated Total = 13*

3.2.2.3 Qualifications and Experience. ESSM personnel must have the following:

- At least one ESSM shall be proficient in system/network troubleshooting. This will be a Key Personnel.
- Extensive USAF or other US Military aviation /security service managing the diversity and complexity of munitions / logistics / supply systems and security related programs.
- A minimum 10 years of military aviation munitions / logistic / security / supply / depot work experience.
- The ability to work long or non traditional shifts as required. Contractors must function as an overall team to accomplish all tasks and USMTM mission.
- Possess and maintain US Secret Security Clearance throughout employment.
- Be proficient in Bosch VMS Version 5 and Vindicator security and video management systems. Personnel at all sites must be able to maintain and perform component replacement and repair activities on the security and video management systems. Personnel at the remote sites must be prepared to be trained and to train both ESSM and RSAF on the systems.

3.2.2.4 Key Personnel. Key Personnel shall not be removed or substituted without written approval of the Contracting Officer (CO).

3.2.2.5 Ethical Standards.

All duties will be performed in a professional manner and cultural attributes will be respected at all times by all parties. Do not discuss offenses or incidents, except in the line of duty. In addition, do not accept any advantage, gratuity, or reward for performing official duties. As a member of the joint effort between the Kingdom of Saudi Arabia and the USG, you are the visible representative of your Government. It is your duty to accept the authority with which you have been entrusted and to carry out the responsibilities, firmly and in a manner that commands respect.

3.2.2.6 Federal, State and Local Law Violations.

The contractor shall perform the requirements of this contract in such a manner as to not violate any federal, state, or local laws, to include all Codes of Federal Regulations (i.e., Occupational Safety and Health Act, Environmental Protection Act, etc.). The contractor shall be solely responsible for any reporting requirements and repercussions resulting from such violations. No work requirements directed in this SOW shall supersede applicable laws and regulations. However, if conflicts arise in the interpretation of applicable rules and regulations, the contractor shall notify the

Contracting Officer Representative (COR) and Contracting Officer (CO), in writing, and the CO will make the final determination.

4.0. DELIVERY AND PERFORMANCE INFORMATION

4.1 CDRL Summary.

The following contract data requirements list (CDRLs) are applicable to this Order, based on contractor format:

Contract Data Requirements List (CDRL) Summary		
Data Item No.	Data Item Description (DID)	Title Of Data Item
A001	DI-MGMT-80227	Contractor's Progress, Status and Management Report (CPSMR)
A002	DI-PSSS-81523B	Training Materials

CDRLs are subject to review and, if warranted, may be returned to the contractor for revision. Upon receipt of Government comments (on or before 10 calendar days), the contractor will provide the final revised CDRL according to a schedule provided by the Government. "The contractor will advise the Contracting Officer of the transmittal of any deliverable to the COR.

4.2 Quality Assurance Plan (QAP)

The contractor will develop and maintain an efficient and effective quality assurance program to ensure conformance to Order requirements. Not later than thirty (30) days after Order award, the contractor will submit Quality Assurance Plan (QAP). The COR will approve or disapprove the plan within fifteen workdays after receipt. If the submission is disapproved, the contractor will submit a revised QAP within five working days after disapproval. This process will continue until an adequate QAP is submitted and approved. The QAP will be made available to the Government for review at both a program and worksite services level during predetermined visits. The QAP will address Best Practices, Service Assurance and Key Personnel. The plan will include the following:

- (1) An Inspection Schedule must be provided. It must specify the areas to be inspected on either a scheduled or unscheduled basis, how often inspections will be accomplished (inspections will be no less than monthly), and the title of the individuals who will do the inspections. A copy of the inspection report will be forwarded to the COR monthly no later than the tenth (10th) calendar day of the following month.

(2) A file of all inspections conducted by the contractor, and any corrective action required and taken, will be maintained by the contractor throughout the term of this Order. This file will be made available to the COR during regular hours.

If it is determined by the Government that the contractor has failed to maintain the approved Quality Assurance Plan, the Government will give the contractor written notice of deficiencies. The contractor will correct all deficiencies within five calendar days of receipt of written notice.

4.2.1 QAP to be delivered not later than 30 days after Order Award Delivered to Government Contracting Officer Representative (COR).

4.3. Non Personal Services Statement. Contractor employees performing services under this Order will be controlled, directed and supervised at all times by management personnel of the contractor. Contractor management will ensure that employees properly comply with the performance work standards outlined in the statement of work. Contractor employees will perform their duties independent of, and without supervision of, any Government official. The tasks, duties, and responsibilities set forth in the Order may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal Policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Part 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to Government facilities and will perform the inspection and acceptance of the completed work.

4.4. Contracting Officer's Representative (COR), Contract Specialist (CS) and Contracting Officer (CO):

AF COR: TBD

GSA COR: TBD

GSA CS:

Kristine Levine
Contract Specialist
GSA – Federal Acquisition Services
Mobile: (b) (6)
email: kristine.levine@gsa.gov

GSA CO:

Kimberly Yates
Contracting Officer

GSA – Federal Acquisition Services

Mobile: (b) (6)

email: kimberly.yates@gsa.gov

4.5. Contracting Officer Authority. In no event will any understanding or agreement between the contractor and any Government employee other than the Contracting Officer on any contract, modification, change order, letter or verbal direction to the contractor be effective or binding upon the Government. All such actions must be formalized by a proper contractual document executed by an appointed Contracting Officer. The contractor is hereby put on notice that in the event a Government employee other than the Contracting Officer directs a change in the work to be performed or increases the scope of the work to be performed, it is the contractor's responsibility to make inquiry of the Contracting Officer before making the deviation. Payments will not be made without being authorized by an appointed Contracting Officer with the legal authority to bind the Government.

5.0. LABOR CATEGORIES AND DESCRIPTIONS

See PWS 3.2.2.3.

6.0. INVOICING INSTRUCTIONS

6.1 Invoice Content

(1) In addition to the requirements of a proper invoice as set forth in the Federal Acquisition Regulation, an invoice submitted in accordance with the clause titled Electronic Invoicing Process (January 2014), will contain the following:

- ☒ Name of the business concern, address, and telephone number
- ☒ Invoice date
- ☒ Invoice number
- ☒ Order Number
- ☒ ITSS (GSA ASSIST) Identification Number
- ☒ Task Order Number and any other authorization for delivery of property or services
- ☒ Accounting Control Transaction (ACT) number
- ☒ Item Number, National Stock Number (NSN) or other product identification number, description, price, and quantity of property or services actually delivered or rendered

☒ Breakout of amount claimed by Contract Task Item Number or Contract Line Item Number

☐ Shipping and payment terms

☒ Name (where practicable), title, phone number, and complete mailing address of responsible official to whom payment is to be sent. The "remit to" address must correspond to the remittance address in the Order.

☒ Cumulative amount invoiced of current performance period

☒ Cumulative percent invoiced of current performance period

☒ Cost Reimbursable and Labor Hour/Time and Material Orders will include:

(i) labor category;

(ii) hours worked per labor category;

(iii) rate per labor category;

(iv) total cost per labor category;

(v) extended or "cumulative" amount per labor category;

(vi) total travel costs incurred this invoice period;

(vii) total travel costs to date;

(viii) total of any other costs incurred this invoice period;

(ix) amount obligated Contract as of the invoice period;

(x) total value of the Contract for the performance period invoiced;

(xi) total amount invoiced to date;

(xii) total amount paid to date;

(xiii) total of all costs incurred and invoiced;

(xiv) total amount incurred but not paid to date;

(xv) burn rate for the current invoice; and

(xvi) average monthly burn rate of the performance period invoiced.

☒ Travel – Name of traveler, date(s) of travel, location of travel, dollar amount of travel, and receipts for all travel expenses greater than \$ _____ (\$75.00 unless a different number is inserted).

☐ Other Direct Costs (ODC) – Description of the ODC, quantity, unit price and total price/cost of each ODC.

(2) Invoices will be submitted in accordance with the following schedules:

☐ Fixed Price Contracts – At least five days after the end of the month in which the item(s) or services were delivered and accepted by the Government.

☒ Cost Reimbursement, Time And Materials and Labor Hour Contracts – Not later than the twenty fifth day of the month following the end of any monthly billing period.

(3) Additional instructions may be provided by the Contracting Officer, Contracting Officer's Representative, or the Customer Account Manager, immediately following the award of the Contract or during Contract administration to ensure compliance with GSA or GSA Customer Agency requirements or policies.

6.2 Electronic Invoicing Process (December 2014). GSA employs Electronic Commerce in Contracting to the maximum extent practicable. Contractors will use the GSA Assisted Acquisition Service Business System (ASSIST), also known as IT Solutions Shop (ITSS) at <https://portal.fas.gsa.gov> to submit invoices. All invoice information, to include attached documents, will be submitted to ASSIST via the Central Invoice Service (CIS).

(1) For each invoice, the contractor will complete the required fields provided in ASSIST CIS and must attach a copy of the invoice. Assistance in using the GSA ASSIST CIS application and answers to related questions may be obtained via email at aasbs.helpdesk@gsa.gov or by calling (877) 472 4877.

(2) The Invoice Form will include all active Task Items on the contract. The contractor will enter the invoice amount in dollars and cents for each Task Item.

(3) Additional instructions may be provided by the Contracting Officer, Contracting Officer's Representative, or the Customer Account Manager, immediately following the award of the contract or during contract administration to further enhance the use of Electronic Commerce in Contracting or to ensure compliance with GSA or GSA Customer Agency requirements or policies.

6.0 List of Attachments.

Attachment 1 ID01150103 Pricing Spreadsheet
 Attachment 2 Paveway IV SOP
 Attachment 3 – Critically Controlled Assets (CCA) SOP
 DI MGMT 80227 Contractor's Progress, Status and Management Report
 (CPSMR)
 DI PSSS 81523B Training Materials

7.0. SOLICITATION PROVISIONS AND TASK ORDER CLAUSES

All Applicable and Required provisions/clauses set forth in FAR 52.301 automatically flow down to all OASIS task orders, based on their specific contract type (e.g. cost, fixed price, etc.), statement of work, competition requirements, commercial or not commercial, and dollar value as of the date the task order solicitation is issued. Representation and Certification Provisions from the OASIS master contracts automatically flow down to all OASIS task orders.

The applicable contract clauses of this Task Order are those stated under the OASIS Pool 1 GWAC contract and those stated in this Task Order.

7.1. FAR Optional and Agency specific Task Order Provisions/Clauses. The following additional provisions and clauses apply to this task order:

7.1.1 FAR Provisions and Clauses Incorporated by Reference.

52.225 14 Inconsistency Between English Version And Translation Of Contract (Feb 2000)

52.228 04 Workers' Compensation And War Hazard Insurance Overseas (Apr 1984)

7.1.2 FAR Clauses – Filled In

FAR 52.217 8 Option to Extend Services (Nov. 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder will not exceed 6 months. The Contracting Officer may exercise the option by written notice to the contractor within thirty (30) days prior to the current contract expiration date.

FAR 52.217 9 – Option to Extend the Term of the Contract (Mar. 2000)

(a) The Government may extend the term of this contract by written notice to the contractor within 30 days before the contract expires; provided that the Government gives the contractor a preliminary written notice of its intent to extend at least sixty (60) days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract will be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, will not exceed 60 months.

7.1.3 DFAR Provisions and Clauses Incorporated by Reference.

252.209 7004 Subcontracting With Firms That Are Owned Or Controlled By The Government Of A Country That Is A State Sponsor Of Terrorism (Dec 2014)

252.225 7013 Duty Free Entry (Nov 2014)

252.225 7040 Contractor Personnel Supporting U.S. Armed Forces Deployed Outside The United States (Jan 2015)

252.225 7043 Antiterrorism/Force Protection Policy For Defense Contractors Outside The United States (Mar 2006)

252.225 7993 Prohibition On Contracting With The Enemy In The United States Central Command Theater Of Operations (Deviation 2012 O0005) (Jan 2012)

252.225 7994 Additional Access To Contractor And Subcontractor Records In The United States Central Command Theater Of Operations (Deviation 2012 O0005) (Jan 2012)

252.225 7995 CO0004)(APR 2011)Contractor Personnel Performing in the United States Central Command Area of Responsibility (Deviation 2011O0004)(APR 2011)

United States of America Letter of Offer and Acceptance (LOA) SR D GAI pertains to this acquisition.

For the Firm Fixed CLIN(s) The contractor certifies that the contract price (including any subcontracts awarded hereunder) does not include any direct or indirect costs of sales commissions or fees for contractor sales representatives for the solicitation or promotion or otherwise to secure the conclusion of the sale of any of the supplies or services called for by this contract to the Government of Saudi Arabia.

For the Cost Reimbursable CLIN(s) – Notwithstanding any other provisions of this contract, any direct or indirect cost of sales commissions or fees for contractor (or subcontractor) sales representatives for the solicitation or promotion or otherwise to secure the conclusion of the sale of any of the supplies or services called for by this contract to the Government of Saudi Arabia will be considered as an unallowable item of cost under this contract.

8.0. PROPOSAL PREPARATION AND SUBMISSION

8.1. Contract Clauses. All Proposals shall comply fully with all applicable clauses and provisions in the applicable OASIS Contract and those stated in this RFP. A proposal that does not meet the requirements specified in the contract for submission of Task Order proposals will be rejected.

Identification of Labor – From Oasis Contract:

OASIS Contract section B.2 establishes that “Except for ancillary labor as defined under Section B.3., when responding to a request for proposal under task order solicitation, the Contractor shall identify both Prime and Subcontractor labor using the OASIS Labor Categories and corresponding SOC Number that applies. The Contractor may deviate from the Junior, Journeyman, Senior, and Subject Matter Expert (SME) definitions in Section J.1., as long as the Contractor clearly identifies the deviation in their proposals. Additionally, the following qualification substitution chart applies:

Bachelor's Degree	6 years work experience may be substituted for a Bachelor's Degree	Associate's Degree plus 4 years work experience may be substituted for a Bachelor's Degree
Master's Degree	12 years work experience may be substituted for a Master's Degree	Bachelor's Degree plus 8 years work experience may be substituted for a Master's Degree
Doctorate's Degree	20 years work experience may be substituted for a Doctorate's Degree	Bachelor's Degree plus 16 years work experience, or a Master's Degree plus 12 years work experience may be substituted for a Doctorate's Degree

Specialized Professional Labor

OASIS contract section B.3.1 defines specialized professional services labor as bona fide executive, administrative, or professional skills for which the expertise required or duties performed are within the scope of OASIS but, are so specialized that they are not explicitly defined in any labor category description in Section J.1., Attachment (1). The contract also provides that the Contractor propose specialized professional services labor when proposing ancillary support; however, the Ordering Contracting Officer

(OCO) will determine whether circumstances merit the use of specialized professional skills.

If Specialized Professional labor is proposed, the proposal should include:

- ☐ The proposed labor category title
- ☐ Expertise and qualifications required by the specialized labor category
- ☐ Duties to be performed by the specialized labor
- ☐ Segment of the statement of work that the specialized labor will perform with references to statement of work sections
- ☐ An explanation of why the specialized labor is required with a discussion of which OASIS LCATs in contract Section J 1, Attachment J1 were considered and why they were not appropriate or did not fit the task order requirements
- ☐ A discussion of the OMB SOC occupations that were examined to determine if the specialized labor could be mapped to an OMB SOC occupation, and
- ☐ The OMB SOC occupation that maps, if applicable.

(Please note that as per the OASIS IDIQ, any identified deviations from the OASIS definitions of Junior, Journeyman, Senior, and Subject Matter expert will be evaluated. As part of that evaluation, the OCO will consider any potential impacts on the agency's requirements in terms of performance and price.)

8.2. Proposal Submission. A DVD/CD proposal submission shall be sent to the address on page one by the time and date provided. Submission of proposal indicates the Offeror's acceptance of the terms and conditions of the proposed Task Order. The proposal shall be executed by a representative of the Offeror authorized to commit the Offeror to contractual obligations and shall be submitted in an electronic format compatible with Microsoft Office.

8.2.1. Proposal Format and Submission Instructions. Offerors desiring to be considered for award of this Task Order must submit a proposal. The proposal shall consist of two (2) separately presented volumes: Volume I Technical and Volume II for the proposed price. Prices and dollar values shall be stated only in the Volume II.

Each Offeror assumes full responsibility for ensuring that its proposal is received at the addresses designated above on or before the specified date and time.

8.2.1.1 Specific Mandatory Formatting Requirements. Use standard 8.5 x 11 inch pages in portrait orientation;

- a. Number each page
- b. Use only one inch margins for the top, bottom and page sides; page numbers, notations of proprietary information, and any other identifying information printed on each page are excluded from the margin requirement

- c. Print shall be spaced at 6 lines per inch
- d. Text font shall be no smaller than 11 point; however, text included on figures, charts, and/or matrices may be reduced to 8 point. The Offeror may use proportional fonts provided the Government's requirement for the proposal to be readable is met and smaller type is not used to circumvent the proposal page limitations.

8.2.1.2 Volume I, Technical Formatting and Content Requirements. The technical volume must not exceed twenty (20) pages in length, excluding Resumes, Project Summaries, and Project Evaluation Forms. Volume I shall contain the following three sections: Introduction; Technical Solution; and, Past Performance.

8.2.1.2.1 Introduction Title Page and Task Overview. The introduction shall include:

- A Table of Contents for the proposal;
- A Title Page identifying the Offeror and solicitation number;
- A brief Introduction and Summary of Task Order requirements; and,
- A signature of an official with the capacity and authority to bind the Offeror.

8.2.1.2.2 Technical Solution. The Offeror shall demonstrate its understanding of Task Order requirements by addressing individually and fully its technical understanding of and technical approach to the Task Order as outlined in this RFP and its Attachment 2 and 3, Paveway IV SSOP and CCA SSOP.

The Offeror shall identify the major technical issues by task sufficient for the Government to assess the Offeror's general understanding of the requirements and to evaluate the technical approach the Offeror proposes to satisfy Task Order requirements.

The Technical Solution shall also contain the following:

a. Appropriateness of Skill Mix and Team Composition

For Appropriateness of Skill Mix and Team Composition, the Offeror shall provide a labor matrix detailing the composition of the staff proposed. The Offeror shall provide narrative and details relative to the roles, responsibilities, and level of involvement of each of the proposed individuals.

Additionally, the Offeror shall include a rationale as to the appropriateness of the skill mix and team composition to satisfy Task requirements and also address

how the personnel each meets the required qualification and experience as stated in paragraphs under 3.2.2 of this RFP.

The proposed staffing shall reflect the involvement of the staff identified in the project summaries presented under the Past Performance Section shown below.

b. Expertise Level of ESSM and Key Personnel Proposed

For Expertise Level of Proposed ESSM and Key Task Personnel, the Offeror shall submit resumes for all proposed technical personnel (administrative staff excluded).

The resumes shall state the name and position currently held by the individual, his/her responsibilities, total years at the position held, brief description of education, experience, accomplishments, and at least three references.

Resumes shall be provided for only those personnel for whom the Offeror can make a firm commitment to this Task Order. Any uncertainties and/or part time staff assignments shall be clearly identified.

For verification purposes, resumes shall include all relevant dates and the names, addresses, and telephone numbers of all educational institutions, employers listed, and references. Resumes shall indicate experience in managing and/or directing projects similar to those described in paragraph II Required Services of this RFP.

c. Inspection System

Included in the proposal shall be the contractor's strategy for covering the work hours and implementing effective supervisory oversight and quality assurance. For Inspection System, the Contractor shall detail its quality assurance system for the services required by the Order. This may be referred to as the Contractor's "Quality Assurance System."

In accordance with FAR Subpart 12.208, titled "Contract Quality Assurance," the Government shall evaluate the contractors' quality assurance systems to determine whether the same should substitute for Government inspection and testing.

8.2.1.2.2 Past Performance. The Offeror shall provide Project Summaries of three (3) contracts completed within the past five (5) years which are similar in size and scope to this order. There is no specific format for past performance information but each summary shall not exceed a total of three (3) pages.

The Project Summaries shall include the following information:

- a. Name of the Project
- b. Contract Number
- c. Value of the Contract
- d. GSA Task or Delivery Order Number if applicable
- e. Name of the Customer Agency or Client
- f. The Resources and Cost expended
- g. Period of Performance
- h. A brief description of the scope of work and relevance to this Task Order
- i. The name, address, telephone number, and email address of the Government Contracting Officer
- j. The name, address, telephone number, and email address of the Government COTR (or if citing non Government example, use customer POC), and
- k. Identify and discuss the involvement of the key personnel on the historical tasks that are being proposed for this Task Order.

A statement stating “No relevant past performance information is available” shall be stated if no Past Performance information is provided in accordance with the previous paragraph. Offerors with no relevant past performance history will not be evaluated favorably or unfavorably under this criterion, in accordance with FAR 15.305.

An Offeror established within the past eighteen (18) months may submit past performance information for contracts performed by its corporate management to supplement past performance of the Offeror generally. Offeror shall specifically note providing this information in its proposal.

8.2.1.3 Volume II (Price Proposal) Requirements. The price proposal shall be separate from the technical proposal and the prices and dollar values shall be stated only in the price proposal.

The price proposal will contain the price for completing all order requirements on a Firm Fixed Price (FFP) basis for CLIN 0001 Services and on a Cost Reimbursable basis for CLIN 0003 Ancillary Support. CLIN 0004 Data is Not Separately Priced (NSP). CLIN 0005 CAF is ceiling price based on % of the total of CLIN 0001 through CLIN 0004. The price proposal will show the estimated ceiling for CLIN 0002 Travel as stipulated in

the RFQ and populated in the spreadsheet. These Travel amounts are estimates only and to be used for evaluation purposes only.

The Offeror shall detail its computation and application of Ancillary Costs. The Offeror shall detail ancillary and budgetary data necessary to support and compel a finding of the reasonableness of the proposed ancillary Costs. At a minimum, the Offeror shall explain the basis or bases for the ancillary Costs and a compelling explanation for the application of the ancillary Costs to the Cost/Price for completing the Contract resulting from this Solicitation.

Proposed Price. The proposed price shall be incorporated into the worksheet reference in paragraph 6.0, List of Attachments, of this RFP, entitled “*ID01150103 Pricing Spreadsheet*” and submitted with the price proposal. Offeror is to use the stipulated CLIN 0002 prices in the spreadsheet which are for bid purposes only.

Per Section H of the IDIQ, identify the OASIS labor categories and Service Occupational Codes from Sections B.2.1 and J.1 of your IDIQ.

Per Section B.3 of the IDIQ, the offeror should propose and identify each ancillary support service or other direct costs separately.

9.0. EVALUATION FACTORS AND BASIS OF AWARD

The Government will comply with the ordering procedures in FAR SubPart 16.505. All awardees under the OASIS Unrestricted Contract Pool 1 are provided a fair opportunity to be considered for this award.

Evaluation of the task order proposal will consider Technical factors and Price/Cost. The Technical factors are: the offeror’s Technical Solution consisting of: Appropriateness of Skill Mix and Team Composition; Expertise Level of Proposed Key Personnel and Inspection system and Past Performance. In the evaluation, the non price criteria, when combined, are approximately equal to price/cost in determining best value. The degree of importance of price could become greater depending upon the equality of the proposals. If competing proposals are determined to be essentially technically equal, price could become the controlling factor. The government will perform a price/technical trade off analysis to select the best suited contractor that provides the best value.

The government will evaluate the written responses and price/cost submissions to select the best suited contractor. Responses will be evaluated in terms of quality, depth and relevance of information presented in response to this task order request. The contractor that, in the government’s estimation, provided the greatest overall benefit in response to the requirement will be selected for the task order award. The government will base this determination of which contractor provides the greatest overall benefit in

terms of the stated evaluation factors and will use the evaluation process described herein to arrive at this determination. The Government does not intend to hold discussions. Therefore, the initial proposal should contain the contractor's best terms.

Please note as stated previously that as per the OASIS IDIQ, any identified deviations from the OASIS definitions of Junior, Journeyman, Senior, and Subject Matter expert will be evaluated. As part of that evaluation, the OCO will consider any potential impacts on the agency's requirements in terms of performance and price.

PRICE/COST

The contracting officer will establish a price for the task order using the policies and methods in Subpart 15.4 for price reasonableness. The Government will also evaluate the Offeror's Costs for CLIN 0003 for completeness and compliance with the instructions, price reasonableness, and cost realism. Cost proposals will not be scored, ranked, nor rated. The proposed costs and price also will be compared with the Independent Government Cost Estimate (IGCE). The Government will evaluate the realism of the proposed cost for CLIN 0003. For the cost to be realistic, it must reflect what it would cost the Offeror to perform the requirements of the Contract with reasonable economy and efficiency.

The Government will use the cost realism analysis to evaluate the risk of performance associated with the Offeror's technical (non cost) proposal. Cost realism will also determine the most probable cost ("Most Probable Cost" or "MPC") of the Offeror. The Most Probable Cost will be determined by adjusting the Offeror's proposed cost for CLIN 0003 when appropriate, to reflect any additions or reductions in the specific cost elements based on the results of the cost realism analysis. The Most Probable Cost may differ from the proposed cost and will reflect the Government's best estimate of the cost of the contract that is most likely to result from the Offeror's Proposal. The Most Probable Cost shall be used for purposes of the evaluation to determine the best value. The Government will evaluate price/cost proposal for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s). The proposed price/cost will be analyzed for reasonableness to determine whether it is realistic for the work to be performed; reflects a clear understanding of the requirements; and is consistent with the offeror's technical proposal.

10. Selection and Award:

Fair Opportunity

This task order request is conducted under the fair opportunity guidelines of FAR 16.505, which outlines the ordering procedures for orders issued under MA/IDIQ contracts and the OASIS Pool 1 contract. . All awardees under the OASIS Unrestricted Contract Pool 1 are provided a fair opportunity to be considered for this award. Award will be based on a determination of best value to the government, price and other factors considered. "Best Value" means the expected outcome of an acquisition that, in the Government's estimation, provides the greatest overall benefit in response to the

requirements.” Best value evaluation is, in and of itself, a subjective assessment by the government of the proposed solution that provides the optimal results to the government.

This method does not use any aspects of FAR subpart 15.3. The use of this fair opportunity process does not obligate the government to determine a competitive range, conduct discussions with any contractors, solicit proposals or revisions thereto, or use any other source selection techniques associated with FAR subpart 15.3

Comparative Analysis

Following receipt of responses to this task order request, the government will perform a comparative analysis (comparing contractor responses to one another) to select the contractor that is best suited to fulfill the requirements, based on the contractor’s responses to the factors outlined in the task order request and their relative importance.

Award on Initial Responses

The government anticipates selecting the best suited contractor from initial responses, without engaging in exchanges with contractors. Contractors are strongly encouraged to submit their best technical solutions and price in response to this task order request.

Exchanges with Best Suited Contractor

Once the government determines the contractor that is the best suited (i.e. the apparent successful contractor), the government reserves the right to communicate with *only* that contractor to address any remaining issues, if necessary, and finalize a task order with that contractor. These issues may include technical and price. If the parties cannot successfully address any remaining issues, as determined pertinent at the sole discretion of the government, the government reserves the right to communicate with the next best suited contractor based on the original analysis and address any remaining issues. Once the government has begun communications with the next best suited contractor, no further communications with the previous contractor will be entertained until after the task order has been awarded. This process shall continue until an agreement is successfully reached and a task order is awarded.

Attachment 1
ID01150103
PRICING TABLES

Hanscom AFB HBUA					
CLIN 1001 (Labor)	Description	Hours	Hourly Rate	Discounted Rate	Total
1001a		0	\$0.00	\$0.00	\$0.00
1001b		0	\$0.00	\$0.00	\$0.00
1001c		0	\$0.00	\$0.00	\$0.00
1001d		0	\$0.00	\$0.00	\$0.00
Total CLIN 1001 Firm Fixed Price					\$0.00
CLIN 1002	Travel/Other Direct Costs		Total Estimated Travel		\$0.00
CLIN 1003	Ancillary Support		Total Not to Exceed Ceiling		\$0.00
CLIN 1004	Data Not Separately Priced (NSP)		Total Not to Exceed Ceiling		\$0.00
	TOTAL CLINS 1001 - 1004				\$0.00
CLIN 1005	CAF FEE				\$0.00
Total Option 1 Price					\$0.00

The data contained within this spreadsheet is an example only.

Attachment 1
ID01150103
PRICING TABLES

Hanscom AFB HBUA					
CLIN 2001 (Labor)	Description	Hours	Hourly Rate	Discounted Rate	Total
2001a		0	\$0.00	\$0.00	\$0.00
2001b		0	\$0.00	\$0.00	\$0.00
2001c		0	\$0.00	\$0.00	\$0.00
2001d		0	\$0.00	\$0.00	\$0.00
Total CLIN 2001 Firm Fixed Price					\$0.00
CLIN 2002	Travel/Other Direct Costs		Total Estimated Travel		\$0.00
CLIN 2003	Ancillary Support		Total Not to Exceed Ceiling		\$0.00
CLIN 2004	Data Not Separately Priced (NSP)		Total Not to Exceed Ceiling		\$0.00
	TOTAL CLINS 2001 - 2004				\$0.00
CLIN 2005	CAF FEE				\$0.00
Total Option 2 Price					\$0.00

The data contained within this spreadsheet is an example only.

Attachment 1
ID01150103
PRICING TABLES

Hanscom AFB HBUA					
CLIN 3001 (Labor)	Description	Hours	Hourly Rate	Discounted Rate	Total
3001a		0	\$0.00	\$0.00	\$0.00
3001b		0	\$0.00	\$0.00	\$0.00
3001c		0	\$0.00	\$0.00	\$0.00
3001d		0	\$0.00	\$0.00	\$0.00
Total CLIN 2001 Firm Fixed Price					\$0.00
CLIN 3002	Travel/Other Direct Costs		Total Estimated Travel		\$0.00
CLIN 3003	Ancillary Support		Total Not to Exceed Ceiling		\$0.00
CLIN 3004	Data Not Separately Priced (NSP)		Total Not to Exceed Ceiling		\$0.00
	TOTAL CLINS 2001 - 2004				\$0.00
CLIN 3005	CAF FEE				\$0.00
Total Option 3 Price					\$0.00

The data contained within this spreadsheet is an example only.

Attachment 1
ID01150103
PRICING TABLES

Hanscom AFB HBUA					
CLIN 4001 (Labor)	Description	Hours	Hourly Rate	Discounted Rate	Total
4001a		0	\$0.00	\$0.00	\$0.00
4001b		0	\$0.00	\$0.00	\$0.00
4001c		0	\$0.00	\$0.00	\$0.00
4001d		0	\$0.00	\$0.00	\$0.00
Total CLIN 2001 Firm Fixed Price					\$0.00
CLIN 4002	Travel/Other Direct Costs		Total Estimated Travel		\$0.00
CLIN 4003	Ancillary Support		Total Not to Exceed Ceiling		\$0.00
CLIN 4004	Data Not Separately Priced (NSP)		Total Not to Exceed Ceiling		\$0.00
	TOTAL CLINS 2001 - 2004				\$0.00
CLIN 4005	CAF FEE				\$0.00
Total Option 4 Price					\$0.00

The data contained within this spreadsheet is an example only.

FOR OFFICIAL USE ONLY

**PAVEWAY IV SECURITY
STANDARD OPERATING PROCEDURES (SOP)**

**JOINT SECURE STORAGE FACILITY
KING FAHAD AIR BASE, TAIF, SAUDI ARABIA**

**ROYAL SAUDI AIR FORCE
KINGDOM OF SAUDI ARABIA**

10 NOVEMBER 2014

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13.0	ANNEX 8—REAL WORLD ALARM NOTIFICATION AND RESPONSE.....	H-1

Procedures to change this document will be initiated through a joint review by RSAF and USMTM. Once recommended changes are approved by both organizations, USMTM/AFD will staff and route the updated document to USG (OSD/DTSA) for approval. Upon approval, USMTM/AFD will provide the updated Standard Operating Procedure to RSAF, OSD/DTSA and SAF/IA

CONCEPT OF OPERATIONS

FOR

PAVEWAY IV SECURITY STANDARD OPERATING PROCEDURES

KING FAHAD AIR BASE, TAIF, SAUDI ARABIA

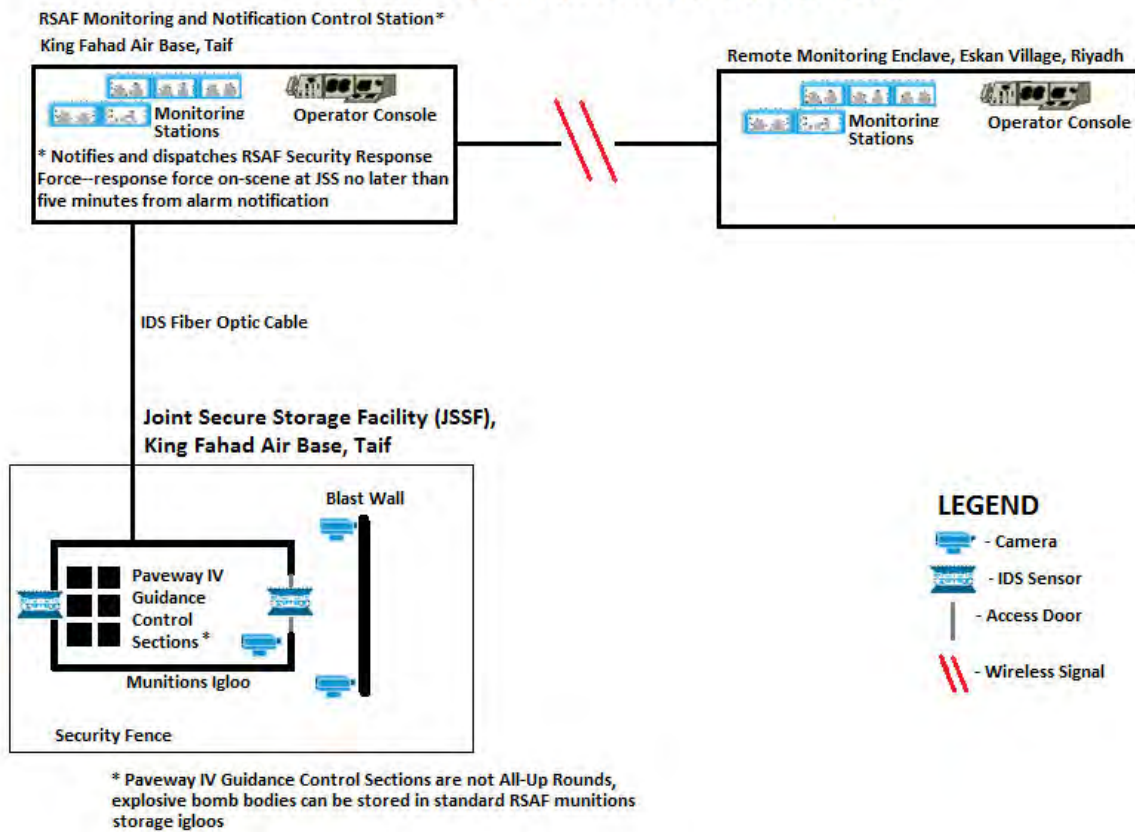
This concept of operations provides a basic overview of the Standard Operating Procedures (SOP) for the security and storage of Paveway IV munitions at the Joint Secure Storage Facility (JSSF), King Fahad Air Base, Taif, Kingdom of Saudi Arabia. It covers the requirements for the JSSF to include the proper operation of the Intrusion Detection System (IDS), the execution of associated manpower roles and responsibilities, and the proper adherence to procedural checklists.

OVERVIEW

- A) Background Information
- B) Joint Secure Storage Facility/Monitoring Station Layout Diagram
- C) SOP Checklists
- D) Joint Secure Storage Facility Description
- E) Personnel Roles and Responsibilities
- F) Intrusion Detection System Layout
- G) Intrusion Detection System Component Description

A Special Security Agreement (SSA) signed by senior authorities of the United States Government and the Government of the Kingdom of Saudi Arabia requires the Royal Saudi Air Force (RSAF) to establish and maintain very high security standards in the use and storage of advanced U.S.-origin technology weapons transferred to Saudi Arabia. For Paveway IV munitions located at the JSSF, King Fahad Air Base, Taif, Saudi Arabia, these very high security standards are detailed in this Paveway IV Security SOP and it includes procedural checklists. This SOP will be both reviewed annually and its use certified annually by the RSAF and the U.S. Government (USG). During the annual review, and more frequently when required, the RSAF and the USG will mutually update these SOP security standards whenever either party deems it necessary to maintain the security assurances agreed to between the two nations in the SSA. Finally, the advanced U.S.-origin technology in the Paveway IV munitions that requires a very high degree of protection is located entirely within the Paveway IV Guidance Control Section. RSAF intends to secure only the Paveway IV Guidance Control Section of each Paveway IV munitions, and locate it within a concrete and steel bunker built to USG specifications, known as the JSSF. The Paveway IV bomb bodies and other associated Paveway IV equipment will not normally be secured in the JSSF due to capacity limitations of the JSSF, and there is no USG requirement for them to be afforded the same level of security as the Guidance Control Sections. Of note, throughout this SOP the term “Paveway IV” is shorthand and meant to be equivalent to the term “Paveway IV Guidance Control Section.”

JOINT SECURE STORAGE FACILITY WITH RSAF AND USAF MONITORING STATION LAYOUT



The checklists included in this SOP standardize and specify personnel responsibilities, security standards, and maintenance of the IDS. They address both RSAF and USG personnel actions. The checklists address the following areas:

- 1) JSSF access for routine maintenance and training, emergency and combat operations
- 2) Munitions movement for combat operations and training
- 3) Munitions deployment for combat operations and training
- 4) IDS Quarterly functional checks
- 5) Real world alarm notification and response

The concrete and steel JSSF must continually have power and communication capability to enable increased electronic security monitoring inherent to the IDS. The JSSF entryway will consist of a double steel door secured with a high-security, anti-corrosive, key-operated padlock and hasp. Keys to the JSSF will be stored in separate, high-security combination safes. Air vents into the facility must be properly barred with reinforcing bar (REBAR) to prevent unauthorized access. Required exterior and interior lighting and cameras must be operational at all times.

The Access Authority is the governing official who has overarching command of the Paveway IV program in KSA. Access Authority is a Flag or General officer from both RSAF and USG who through cooperative efforts ensure Paveway IV munitions are stored IAW the SOP.

The Electronic System Security Manager (ESSM) function is critical to ensuring Paveway IV security requirements are met on a daily basis. Since the RSAF and U.S. Government (USG) will both play a role in ensuring the security of Paveway IV munitions, there will be an RSAF ESSM and a USG ESSM. ESSMs will handle overall operation of the Intrusion Detection System (IDS), carry out training, administrative and maintenance functions, each performing its function for its respective government. As such, an ESSM will not perform the duties of the other ESSM, or be able to relieve the other ESSM of that ESSM's responsibilities. Each ESSM can conduct IDS training for RSAF Air Police personnel, who serve will as alarm operators in the Central Security Control Station (CSCS). Additionally, each ESSM has the ability to perform minor maintenance and troubleshooting on the IDS in the event of a fault or malfunction. This capability will facilitate IDS operations. Finally, each ESSM will conduct and document functional tests of the IDS on a regular basis to ensure the system is operating as designed.

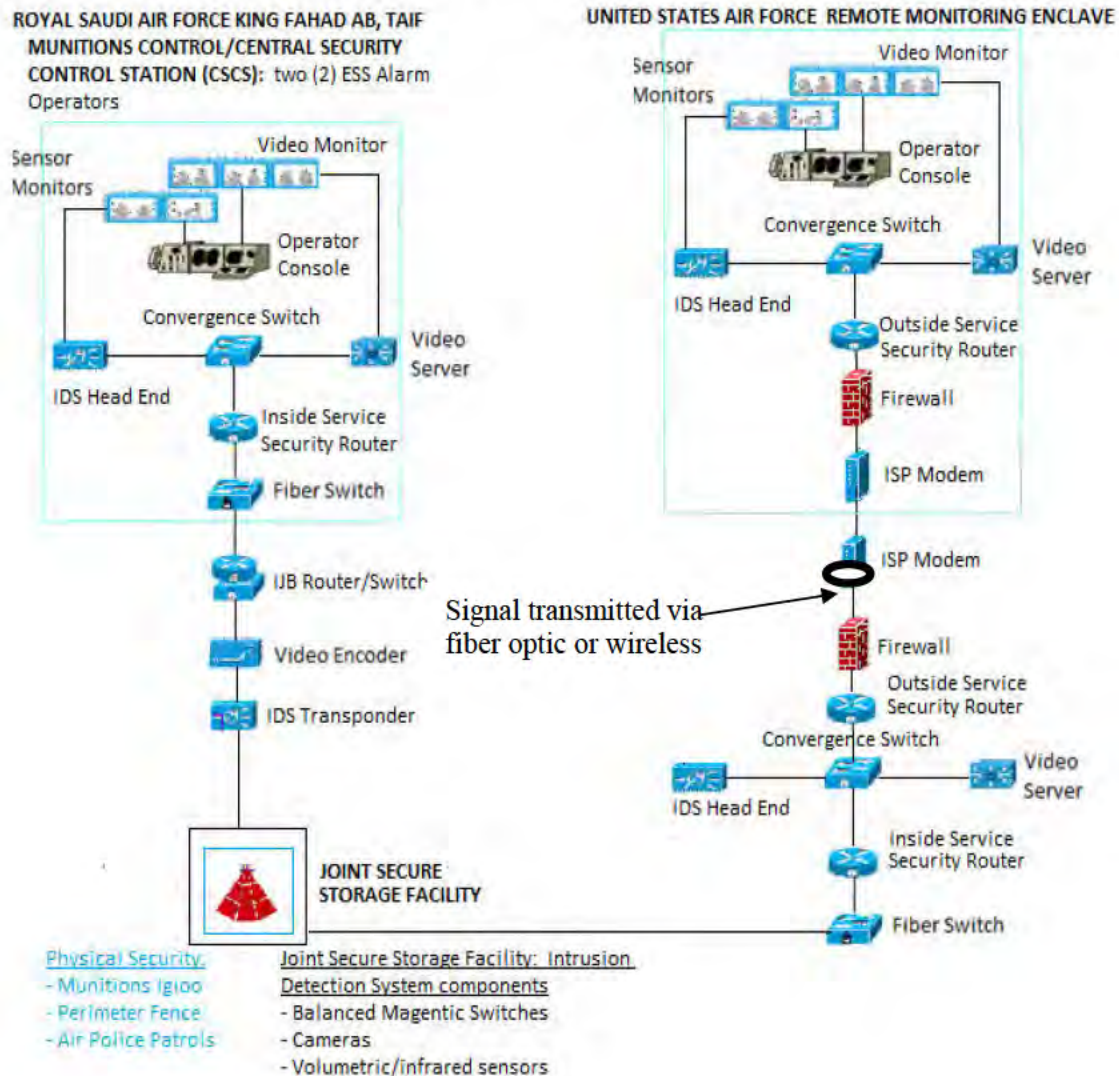
Besides conducting IDS training for RSAF Air Police personnel, ESSMs will also work closely with Munitions Control and Air Police on a daily basis, as they are responsible for Paveway IV security. Air Police personnel will act as an ESS alarm operator, which requires them to operate the IDS and perform electronic and personal surveillance on the JSSF to detect and prevent intrusion threats. RSAF Air Police personnel will monitor the JSSF through cameras and sensors installed at the JSSF. Air Police will also conduct routine patrols of the JSSF, physically inspecting access doors, padlocks and other physical aspects of the building. In the event of an intrusion, Air Police will be on-site within 5-minutes and communicate the threat to Munitions Control who will notify wing leadership.

The Munitions Squadron Commander is responsible for all actions of personnel assigned to the Munitions Squadron who will carry out actions in accordance with the procedures outlined in this SOP, and notify the Director of the Armament and Munitions Directorate at RSAF HQ, which is the overall Directorate responsible for security at the JSSF. Specifically, the Munitions Squadron is responsible for JSSF access and will authorize personnel who have officially demonstrated a need for Paveway IV access. The Munitions Squadron will compile and maintain an access list which contains the names of all personnel authorized to access the JSSF. The Munitions Squadron must share the access list with the Air Police. The Munitions Squadron will update the access list at least every 30 days and ensure that there is at most only one valid version of the access list. The Munitions Squadron will serve as the lead and is the primary security enforcer when Paveway IV Guidance Control Sections are leaving the JSSF for any reason (i.e., training, combat operations, or maintenance).

The IDS is a security alarm system comprised of intrusion sensors and alarm annunciation devices that monitor for suspicious activity and alerts the system and/or network administrator when such activity is detected. The IDS will alert CSCS Air Police alarm operators to take action and direct necessary response in the event of an alarm. The IDS is divided into two sections: Command, Control and Display Equipment (CCDE) located in the CSCS and cameras and sensors located in and around the JSSF. The following IDS Layout graphic depicts the

relationships between IDS components. Following the graphic, specific components are described.

IDS LAYOUT



The IDS will consist of the following types of sensors designed to detect intrusion.

1. Balanced Magnetic Switch – a two part sensor usually mounted on a door and door frame, it generates an alarm condition when a change in the magnetic field between the parts is detected.
2. Closed Circuit Television – cameras installed exterior and interior in the JSSF directly connected to the video server and display monitors in the CSCS.
3. Infrared Motion Detectors – A low power area protection device that detects a change in temperature within the coverage pattern caused by the movement of a body. The sensor

generates an alarm when a moving object causes a change in radiated energy levels within the coverage area.

4. Tamper Alarms – installed over sensitive components necessary for IDS function, will generate an alarm if unauthorized access to these components is detected.

5. Volumetric Alarms – designed to detect movement within the alarmed area, as opposed to the detection of perimeter penetrations.

The Command, Control and Display Equipment (CDDE) are comprised of the following components:

1. Annunciator – a device that signals a change of protection zone status in a security system, usually in the form of an audible and/or visual signals.

2. Video Display Monitors – viewing screens connected to JSSF cameras allowing alarm operators a live feed to perform surveillance.

3. Video Server – computer based device that performs recording, storage and playing of the video stream from the JSSF cameras.

1.0 PURPOSE

This document contains the SOP and associated checklists required for the RSAF to operate the electronic Intrusion Detection System IDS at the JSSF at King Fahad Air Base, Taif, Saudi Arabia. The SOP's define security procedures to monitor, protect and secure the JSSF for the Paveway IV munitions during storage and use (such as routine maintenance, training, exercises, inventory, military missions and/or national contingencies). This document will undergo annual joint review by representatives from RSAF and the USG. Its daily use will be validated on initial certification by a visiting USG team and annually validated by in-country USG and RSAF representatives. Overall responsibility for security at the JSSF lies with the Armament and Munitions Directorate at RSAF HQ.

2.0 SCOPE

This document supports security operations conducted by the RSAF and meets requirements as defined per existing SSA, mutually agreed to and co-signed by senior USG and KSA officials.

3.0 ETHICAL STANDARDS

All duties will be performed in a professional manner and cultural attributes will be respected at all times by all parties. Do not discuss offenses or incidents, except in the line of duty. In addition, do not accept any advantage, gratuity, or reward for performing official duties.

As a member of the joint effort between the Kingdom of Saudi Arabia and the USG, you are the visible representative of your Government. It is your duty to accept the authority with which you have been entrusted and to carry out the responsibilities, firmly and in a manner that commands respect.

4.0 SECURITY REQUIREMENTS

4.1 Facility Requirements

a. The JSSF site will have necessary grading to enable proper drainage and erosion control. Utilities including power, communications/fiber optic cabling to the main base must be installed. The JSSF will be a concrete structure, with no visible interior/exterior cracks or signs of water damage.

b. JSSF doors will be double doors and consist of steel (solid or filled)

c. The door will be secured with two anti-corrosion, key-operated high-security padlocks and two high-security hasps.

d. Exterior security requirements:

- 1) The JSSF will be bounded by a two meter, chain link fence around the perimeter.
- 2) Exterior building and door lighting systems will be present to ensure sufficient lighting to cover the front entrance of the facility.
- 3) The JSSF will have a concrete cap to cover the earthen layer and provide erosion control.
- 4) Existing air vents will be barred with a minimum of nine-gauge rebar and attachment points will be welded or strengthened to prevent access and/or removal.

e. Interior security requirements:

A floodlight system will be installed to the ceiling of the JSSF to ensure adequate lighting inside the building. The floodlights will have an IR sensor and will automatically and immediately illuminate upon any access into the JSSF.

4.2 Manpower

The Electronic System Security Manager ESSM responsibilities are executed by the RSAF and USG ESSMs. The ESSM function will have operator, maintainer, training and administrative responsibilities for the Electronic Security System. Both organizations will designate one person to fulfill this role.

a. The RSAF and USG ESSM will be available 24 hours a day, 7 days a week, 365 days a year.

b. Alarm Operators are RSAF Air Police personnel who are responsible for maintaining surveillance of assigned sectors, monitoring sensor status and activations, controlling cameras capability and assessing all alarms emanating from the shelters.

1) RSAF will staff the base's JSSF monitoring station to ensure uninterrupted (non-stop) coverage 24 hours a day, 7 days a week, 365 days a year.

2) RSAF will take lead on quarterly functional tests in conjunction with the RSAF and USG ESSMs in accordance with para 5.3.

c. Air Police armed response teams will consist of two or more members, equipped with weapons and appropriate ammunition. Teams must also have capability to communicate with the RSAF Air Police CSCS and Munitions Control.

1) The RSAF Air Police Commanding Officer for the JSSF and the surrounding area is responsible for deploying armed response teams to detected intrusions and alarms.

2) In the event of JSSF intrusion or alarm notification, RSAF Air Police will provide an immediate on-site armed response within 5-minutes.

4.3 Intrusion Detection System

The installed IDS is capable of integrating multiple Force Protection technologies into a single point providing situational awareness and control. This system serves as the central processing system for all the sensors, displays, controllers and other technologies operating as part of the system. The system includes automation and is scalable and tailorable to specific site requirements. A technical review of the IDS will be jointly conducted by RSAF and USG security officials at least every five (5) years.

a. Command, Control and Display Equipment will be comprised of an annunciator, alarm display screen and viewing monitors and is located in the RSAF Air Police CSCS.

1) Each station will be staffed by alarm operators capable of monitoring all aspects of the IDS. Video camera views can be depicted on any combination of monitors from a single desktop to multiple large screens. This supports scalability to tailor the system to specific site requirements, including the number and configuration of operator stations.

2) Cameras with the capability for short-range day/night surveillance and assessment will be utilized. Cameras will be capable of assessing intrusions (by operator viewing image) when alerted by sensors and depending on range, determine the number, activity, behavior and equipment of intruders.

3) Interior Sensors will be installed at the JSSF. The employed sensors will be both Balanced Magnetic Switches (BMS) at the door and either infrared or microwave sensors in the JSSF.

4) Field Distribution Box(s) will be used for cameras and sensors and installed with tamper alarms.

5) Video Management System (VMS) will be used for video storage/playback and immediate visual assessment. Recorded video is stored digitally on the video server hard drive. Recorded data will be held for a minimum of 30 days.

6) Tamper alarms will be installed at all junction boxes, CCDE consoles, equipment rooms, pull boxes and Field Distribution Box(s).

b. IDS sensors have adjustable sensitivity levels. Sensitivity of the system will be determined by RSAF and USG ESSM.

5.0 GENERAL RESPONSIBILITIES

5.1 Access Authority

The Access Authority will be a Flag or General Officer in both RSAF and USAF. These individuals will act as final authority in all measures and procedures regarding Paveway IV storage operations within KSA.

- a) Approves initial Paveway IV Standard Operating Procedures and subsequently changes per annual reviews.
- b) Designates RSAF and USAF ESSMs in writing.
- c) Reviews and endorses bi-annual Enhanced End of Use Monitoring inventory.

5.2 RSAF Security Forces

5.2.1 Security Operations

RSAF Air Police will conduct routine patrols 24 hours a day, 7 days a week, 365 days a year. The patrols will include a physical check of the facility perimeter to include status of the access door padlocks and airshafts each shift to ensure JSSF security integrity. In the event of a total system failure, RSAF Air Police will post a minimum of one armed sentry until the system operations are reestablished. The sentry must have the capability to communicate with the Air Police desk and Munitions Control. Air Police will document all incidents on the patrol log (see Annex 2). Patrol log history will be maintained at the CSCS and will document all activity for a minimum of one year's history.

5.2.2 Joint Secure Storage Facility Access List

A JSSF Access List will be made available to RSAF Air Police. This list will be used to authenticate authorized personnel who have a valid need to enter the storage facility before being allowed access. If the individual requesting access is not on the access list, they must be escorted by an individual with escort authority as dictated on the access list.

5.2.3 Joint Secure Storage Facility Access Control

a. Before the JSSF facility is opened by a designated representative, authentication is made with Munitions Control to verify access list authorization and the need to enter. Refer to Annex 4, 5 and 6 for specific access and munitions movement requirements to the JSSF.

- 1) 24-hour notification to Munitions Control to access the JSSF is required for exercises and/or training missions
- 2) Immediate access to JSSF for combat operations and/or emergency situations.

b. Individuals who are not on the JSSF access list are considered visitors and must sign a visitor log that is maintained by Munitions Control. At no time shall any visitor be left unescorted, regardless of the purpose of their entry into the facility. Established logs will be filed with the RSAF Munitions Control.

c. All personnel who enter or exit the JSSF shall be subject to an inspection of their hand-carried articles to prevent the introduction of prohibited items and/or the removal of

sensitive material. Prohibited items include: cameras, personal cellphones, personal firearms and/or weapons, flammable or explosive items.

5.2.4 Joint Secure Storage Facility Response

An armed RSAF Air Police patrol will arrive on-site within 5-minutes upon any notification of alarm or intrusion to the JSSF or surrounding area. Armed security personnel will deploy at the direction of the Air Police supervisor to intercept intruders, check building intrusion detections and/or search areas after engagements.

a. In the event of an actual intrusion, the RSAF Air Police Commanding Officer and the Armament and Munitions Directorate Director will be notified immediately. The commanding officer will then notify ESSM who will then notify USMTM.

b. In the event of a nuisance alarm (NAR) and/or false alarm (FAR) as determined by RSAF Air Police, notification will terminate with the RSAF Air Police Commanding Officer. ESSM does not have to be notified for NAR/FAR. NAR/FAR rates will be annotated by the ESSM to determine maintenance actions as needed.

c. ESSMs will conduct a accountability check on Paveway IV assets no later than four (4) hours after the alarmed incident.

5.2.5 Types of Alarms

Unannounced Alarm will be handled using the following procedures:

a. In the event a door in secure mode generates an alarm, an RSAF Air Police patrol will be immediately dispatched and be on-site within 5-minutes to assess the situation and will determine the cause of the alarm, taking appropriate measures to safeguard assets.

b. If the alarm is determined to have been caused by human error (i.e., someone opening the door prior to notifying Munitions Control) RSAF Air Police members will detain and identify the individual and determine the reason for the alarm. Once a determination has been made, the responsible party will be positively identified with Munitions Control, the appropriate action will be taken and documented in the patrol log.

c. If the alarm was caused by human error and the responsible party was not on the access list for the JSSF, the individual will be identified and detained, their immediate supervisor is contacted and responds with an authorized person. This action will be documented in the patrol log.

d. Tamper Alarms are alarms positioned on several key components of the system and will activate when an attempt is made to gain access to the equipment or cutting or shorting the interconnecting cables. These alarms are normally at locations where the circuitry of the transmission lines joins.

e. FAR are alarms with no known cause. As a general rule Invalid Alarm Rates should not exceed one per 24-hour period per sensor sector. Work order should be initiated upon receipt of the second alarm.

f. NAR are alarms caused by an influence the sensor was designed to detect such as an animal or an act of nature, but is not related to an intrusion. They may be caused by heavy rains, hail or sleet, ice on the fence, high winds, windblown debris hitting the fence, lightning discharges in close proximity of the sensor, and animals brushing against the fence. No more than three NAR per sensor sector per day should occur.

g. Equipment Communications Failure indicates a failure of communication between components has occurred and may be caused by a surreptitious attempt to circumvent the system. This event requires an IMMEDIATE maintenance response not to exceed (1) hour. RSAF Air Police refer to paragraph 5.2.4 regarding response.

5.2.6 Intrusion Detection System Training

a. RSAF Air Police and Munitions Control will provide ESSM services within their organizations to assist the USG ESSM during operation and maintenance activities.

b. RSAF CSCS Air Police alarm monitors must be trained and certified by USG ESSM in order to operate the system in an proficient manner. Individuals will require annual refresher training and certification to maintain proficiency.

5.3 United States Government Electronic Security System Manager

a. The role of the ESSM will be to insure the continued operation of the security system as well as document and report all security system malfunctions, nuisance alarms and active alarms. The ESSM will assist RSAF personnel in the day-to-day operation and maintenance of the ESS.

b. The ESSM will be fully trained on the system to include operator, maintainer and administrator roles. Additionally, the ESSM is responsible for training and certifying RSAF alarm monitors. The ESSM will develop a training program to certify RSAF alarm monitors.

c. The ESSM will troubleshoot and repair faults within the system, and is also responsible for maintaining alarm log history for a minimum of one year. The ESSM will purge alarm logs every 30 days and will conduct analysis of logs for trends, i.e. NAR, FAR, maintenance and/or faulty equipment.

1) If the fault is beyond ESSM scope of repair, the ESSM will notify Communications Squadron and coordinate further troubleshooting and maintenance repair actions.

2) If the fault is beyond Communication Squadron's scope of repair, the ESSM will notify RSAF Munitions Control to determine if extensive contracted maintenance is necessary.

d. The ESSM will be responsible for maintaining routine overall system maintenance and will conduct quarterly functional tests of the electronic security system with RSAF (see Annex 7).

1) Functional tests are designed to ensure each component of the electronic security system is working at full capability.

2) Functional tests will consist of the following steps:

a) ESSM will coordinate with Munitions Squadron Commander, the Security Forces Squadron Commander and the RSAF ESSM to ensure all required personnel and monitoring stations are aware of the date and time of the functional test.

b) Coordinate communication between the alarmed facility and Munitions Control.

c) Open doors for BMS alarm activation test.

d) Personnel enter the JSSF to ensure interior sensors are activated.

e) Verify monitoring stations are tracking the alarmed event through cameras.

f) Ensure the VMS is recording the alarmed event and allow video playback.

g) Alarms must be acknowledged by RSAF Munitions Control.

h) Upon completion of the functional test, ensure JSSF is secured and alarmed.

i) Quarterly functional tests will be documented in a log and kept for a minimum of one year.

e. The ESSM will document and report all security system maintenance, active, false and nuisance alarms to RSAF CSCS, the Armament and Munitions Directorate, and USMTM on a monthly basis.

f. The ESSMs will conduct biannual Enhanced End of Use Monitoring and provide updates to both RSAF and USAF Access Authority.

5.4 Munitions Squadron

a. The Munitions Squadron Commander is responsible for all required actions assigned to the Munitions Squadron.

b. The Munitions Squadron will provide RSAF the access list of all RSAF and USAF personnel who will have authority for physical access.

c. The Munitions Squadron will validate the access list every 30-days to ensure up-to-date status and provide updates to RSAF and USAF. Previous versions of the access list will be kept by Munitions Squadron for a minimum of one year.

d. The Munitions Squadron will maintain the access list used to authenticate authorized personnel who have a valid need to enter the storage facility before being allowed access. If the individual requesting access is not on the access list, RSAF Air Police must ensure the individual is escorted by an individual with escort authority as indicated on the access list. Changes to the access list must be approved by the Munitions Squadron Commander.

e. Munitions Control will notify the CSCS every time the JSSF will be accessed.

f. Munitions Control will maintain a visitor's log to document all personnel requiring escort to the JSSF. The visitor's log will be maintained for a minimum of one year.

g. Munitions Squadron will be responsible for providing security of the munitions while the JSSF is in the access mode.

h. While accessing and/or transporting munitions in and out of the JSSF area, the Munitions Team Chief is the responsible authority for security in conjunction with the Air Police.

1) Upon exiting the JSSF area, munitions can be transported through any modes considered most efficient and effective to include RSAF air, RSAF land or RSAF maritime transport.

2) RSAF will ensure adequate security in all transportation modes, consisting of at least two armed sentries with two way communication devices.

i. In the event of total IDS failure, the CSCS will immediately contact Munitions Control.

j. If Munitions Squadron assumes first response authority in the event of an alarm, personnel will not confront intruders but serve as sensors and provide updates to CSCS until RSAF Air Police arrive on-scene.

6.0 ANNEX 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

6.1 *Acronyms*

AM&D—Armament and Munitions Directorate
BMS—Balanced Magnetic Switches
CCDE—Command, Control and Display Equipment
CSCS—Central Security Control Station
ESSM—Electronic Security Systems Manager
ESSM/A—Electronic Security Systems Manager/Administrator
FAR—False Alarms
IDS—Intrusion Detection System
JSSF—Joint Secure Storage Facility
NAR—Nuisance Alarms
RSAF—Royal Saudi Air Force
SOP—Standard Operating Procedure
USG—United States Government
USMTM—United States Military Training Mission
VMS—Video Management Systems

6.2 *Definition of Terms*

Access Authority—RSAF and USAF personnel who are final authority in their respective organizations on Paveway IV weapons storage procedures and personnel.

Access List—Listing of authorized personnel who have access to the Joint Secure Storage Facility.

Alarm Operators—RSAF Air Police personnel manning the Central Security Control Station who are responsible for monitoring the Joint Secure Storage Facility.

Authorized Persons—Personnel who have a need-to-know for the classified information involved and are cleared for the receipt of such information. Responsibility for determining whether a person's duties require that they possess, or have access to, any classified information, and whether they are authorized to receive it, rests upon the Munitions Squadron Commander.

Balanced Magnetic Switch (BMS)—A two-part sensor that generates an alarm condition when a change in the magnetic field between the parts is detected. BMS are usually mounted on a door and doorframe to detect opening of the door to provide better protection against a defeat attempt than a standard magnetic contact.

Central Security Control Station (CSCS)—RSAF Security Force’s centralized operations center for the entire base. This shop is manned 24 hours a day, 7 days a week, 365 days a year, and enables Air Police personnel to remotely monitor alarm systems from its centralized location. Upon alarm activation, the CSCS will direct communication and response actions as required and will record all alarms.

Command, Control and Display Equipment (CCDE)—Monitoring system which integrates and controls intrusion detection sensors and alarms for operational use.

Electronic Security Systems Manager (ESSM)—Function held by both an RSAF Munitions Squadron representative and a USG representative. The ESSM is responsible for maintaining the IDS and ensuring RSAF Air Police personnel training and system administration.

Infrared Motion Detector—A passive, low power, area protection device that detects a change in ambient temperature within the coverage pattern caused by the movement of a body. Sensor circuitry generates an alarm when a moving object causes a change in radiated energy levels within the coverage area. These units are more sensitive to objects moving across the beam pattern than to objects moving toward the sensor.

Intrusion Detection System (IDS)—An alarm system comprised of intrusion sensors and alarm devices for the purpose of detecting intruders. Typical intrusion detectors include balanced magnetic switches and ultrasonic, infrared, or microwave motion or intrusion sensors.

False Alarms (FAR)—An alarm signal that does not represent a dangerous or unwanted condition, usually caused by some fault or problem in the system.

Joint Secure Storage Facility (JSSF)—Munitions storage facility with two layers of protection consisting of motion sensors, cameras and alarms.

Microwave Sensor—An active intrusion sensor that detects the movement of a person or object through a pattern of microwave energy, recognizing movement within a protected area.

Nuisance Alarms (NAR)—Alarms caused by an influence the sensor was designed to detect such as an animal, an act of nature or an inadvertent action by authorized personnel, but is not related to an intrusion.

Tamper Alarms—Devices positioned over key components of the system that activate when unauthorized attempts to gain access and/or reduce functionality of the equipment are detected.

Team Chief—Senior person directing the munitions operation. This person is selected on the basis of rank, leadership ability and technical knowledge.

Unauthorized Person—Any person who is not authorized to have access to specific classified information. Regardless of the degree of clearance, an individual is not authorized access to classified information of any degree without a demonstrated need-to-know.

Video Management System—Camera and video monitor system that enable live and recorded viewing of the Joint Secure Storage Facility.

7.0 ANNEX 2—PATROL LOG TEMPLATE

[illegible]

8.0 ANNEX 3—NOTIFICATION LOG TEMPLATE

Date/Time	Printed Name	Number of Munitions	Serial Number	Destination	Reason	Signature

9.0 ANNEX 4—PAVEWAY IV JOINT SECURITY STORAGE FACILITY ENTRY CHECKLIST FOR EMERGENCY ACCESS, COMBAT OPERATIONS, TRAINING AND ROUTINE MAINTENANCE

This checklist is part of the Paveway IV Security Standard Operating Procedure for RSAF operations. Please refer to the Standard Operating Procedures for definitions of terms and acronyms in this checklist. This checklist is to ensure Paveway IV security monitoring operations in place and to prevent an accidental alarm notification. This checklist will be run when Paveway IV assets are being accessed for munitions training and/or general purpose maintenance must be performed. The primary role players for this checklist are the RSAF and USG ESSMs, RSAF Air Police CSCS personnel, Munitions Control and the Munitions Team Chief. Both RSAF and USG ESSMs will verify the operations are being executed in accordance with the checklist.

9.1 Notification Procedures	Yes	No	Not Required
9.1.1 Munitions Control must be notified 24 hours prior to routine anticipated Paveway IV use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.1.2 Munitions Control verifies the following information.			
a) Quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Length of time (For Training and Routine Maintenance Access Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Utilization, i.e. training, maintenance, Inventory (For Training and Routine Maintenance Access Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NOTE: Combat operations DO NOT require 24 hour notification. Immediate access is authorized for Emergency and Combat Operations.			
9.1.3 Munitions Control immediately notifies CSCS, RSAF Armament and Munitions Directorate (A&MD) and the USG Electronic Security Systems Manager upon receiving the Paveway IV request.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) ESSMs notify respective chains of command.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2 JSSF Entry/Exit Procedures			
9.2.1 Physical entry into the JSSF is controlled by Munitions Squadron	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2.2 Munitions Control verifies entry authorization list before allowing any individuals access to the JSSF. Munitions Control will grant access to the JSSF after ensuring the individual is listed on the current access list.			

a) Individuals listed on the access list will display their badges above the waist and in clear view at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) USG ESSM will ensure the RSAF is always provided with a validated access list for US personnel.			
c) Munitions Control will validate the need for individuals not listed on a current access list to enter the JSSF. Those individuals will be signed in on the visitor's log and must be escorted at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2.3 Munitions Control verifies both RSAF and USG ESSMs are present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Ensures JSSF keys secured and maintained in separate high security, combination safes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2.4 Munitions Team Chief is the responsible authority once team arrives at JSSF.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2.5 Prior to opening the JSSF, Munitions Team Chief notifies Munitions Control and CSCS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) CSCS ensures sensors and alarms are in access mode during the munitions operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2.6 RSAF and USG ESSM verify and annotate the following information for documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Quantity			
b) Serial Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Destination (For Training and Routine Maintenance Access Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2.7 The ESSM relays documented information to Munitions Control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2.8 After munitions are removed, Munitions Team Chief and RSAF and USG ESSMs will secure the facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Ensures doors are closed and padlocks secured.			
b) CSCS verifies alarms and sensors are engaged and operational.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Account for all personnel before leaving the area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2.9 Verify JSSF keys returned to separate high security, combination safes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10.0 ANNEX 5—PAVEWAY IV MUNITIONS MOVEMENT FOR COMBAT OPERATIONS AND TRAINING

10.1 Munitions movement from JSSF for Combat Operations and Training			
NOTE: Prior to starting this checklist, refer to Checklist 9.0 for entry procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1.1 Munitions Team Chief ensures security of the munitions route from the Explosive Storage Area to the flightline.			
a) Verify with Munitions Control access to the munitions route is clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1.2 Munitions Team Chief notifies Munitions Control movement of the Paveway IV outside the Explosive Storage Area and provides the following information.			
a) Munitions quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Number of personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Destination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1.3 Munitions Control immediately notifies RSAF Air Police Central Security Control Station (CSCS). Munitions Control also notifies RSAF and USG ESSM.			
a) Upon reaching destination, Munitions Team Chief verifies munitions quantity and serial numbers with Weapons Load Crew.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Munitions Team Chief verifies with Munitions Control quantity and serial numbers.			
c) Munitions Control relays information to ESSMs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1.5 Weapons Load Crew takes receipt of munitions and begins loading operations on aircraft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1.6 Weapons Load Chief annotates munitions quantity and serial numbers to aircraft tail numbers and notifies Munitions Control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2. Return of munitions to the JSSF			
10.2.1 Weapons Load Crew notifies Munitions Control Paveway IV munitions are ready for download and movement back to Explosive Storage Area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2.2 Munitions Control notifies ESSMs of the Paveway IV munitions movement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10.2.3 Munitions Control verifies munitions team personnel are on the access list.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2.4 Munitions team meets Weapons Load Crew on the flightline, Munitions Team Chief verifies following information:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Munitions quantity			
b) Serial numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2.5 Munitions Team Chief relays information to Munitions Control and begins movement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Munitions Team Chief will notify RSAF Air Police are notified and present for armed escort.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2.6 Munitions Team Chief ensures security of the munitions explosive route from the flightline to Explosive Storage Area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2.7 Munitions Team Chief notifies Munitions Control once team is back in the Explosive Storage Area.			
a) Munitions Control immediately notifies CSCS and ESSMs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Keys are accessed for entry into JSSF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2.8 ESSMs meets munitions team at JSSF.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) ESSMs verify munitions quantity and serial numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Munitions Team Chief notifies Munitions Control on opening of the JSSF.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2.9 CSCS immediately ensures alarms are turned off prior to JSSF opening.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2.10 RSAF and USG ESSM must verify quantity of munitions, serial numbers and aircraft tail numbers are still match at the end of each flying day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2.11 Once Paveway IV munitions are secured in JSSF, ESSMs will close the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Ensure the doors are closed and padlocks secured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) CSCS verifies alarms and sensors are engaged and operational.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Account for all personnel before leaving the area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2.12 Ensure JSSF keys are returned to separate high security, combination safes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11.0 ANNEX 6— PAVEWAY IV DEPLOYMENT FOR COMBAT OPERATIONS AND TRAINING

11.1 Munitions movement for deploying aircraft with Paveway IV for Combat Operations and Training			
NOTE: Prior to starting this checklist, refer to Checklist 9.0 for entry procedures and to Checklist 10.0 for Munitions Movement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1.1 RSAF will provide a minimum of 2 armed close-in boundary sentries at the deployed location for 24/7 security coverage as well as during transportation movements (RSAF Air Transport, RSAF Ground Transport or RSAF Maritime). These sentries will require two way communications to their Central Security Control Station (CSCS).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1.2 The home base of the deploying Paveway IV munitions will coordinate with the forward operating location for the need to provide security for those weapons.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1.3 Upon arriving at deployed location the pilot will ensure a positive transfer of control of the Paveway IV munitions takes place with the RSAF Air Police at the flightline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Close-in sentries will guard the aircraft if Paveway IV munition(s) remain on the aircraft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) If Paveway IV munition(s) are transferred to a munitions storage facility (with no sensors) at the deployed location, RSAF will guard the storage facility with a minimum of 2 close-in sentries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) During movement of the Paveway IV weapons, RSAF Air Police will provide armed escort for the convoy and will also have two way communication with CSCS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) A local access list for the munitions will be established by RSAF Air Police at the forward operating location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12.0 ANNEX 7—JOINT SECURITY STORAGE FACILITY ELECTRONIC SECURITY SYSTEM QUARTERLY FUNCTIONAL CHECKS

12.1 Notification Procedures	Yes	No	Not Required
NOTE: This checklist is to verify the Electronic Security System (ESS) functions as designed.			
12.1.1 Did the Royal Saudi Air Force and United States Government (USG) ESS Manager schedule the quarterly test at least one (1) week in advance? Coordination with the following organizations and individuals is required:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) RSAF Air Police	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) RSAF Munitions Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.2 Munitions Control coordinates with Air Police to ensure all personnel are authorized for Joint Security Storage (JSSF) access.			
a) Ensure munitions personnel are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.3 JSSF keys must be kept in separate, high security combination safes.			
a) Keys are acquired for functional test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.4 ESS Managers, munitions team and Air Police patrol team will assemble at JSSF on the date and time of the functional test.			
a) ESS Managers ensure open communication is sufficient between teams at the JSSF, Munitions Control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) ESS Managers will verify Air Police is monitoring the JSSF at the CSCS through the exterior cameras.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.5 Munitions team and ESS Managers open the JSSF doors to test Balanced Magnetic Switch alarms.			
a) CSCS verifies alarm is activated, notifies Munitions Control and ESS Managers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.6 Munitions team will enter JSSF to verify internal volumetric and infrared sensors and interior cameras are operational.			
a) ESS Managers will verify CSCS is monitoring JSSF through the interior cameras.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) CSCS will verify internal alarms are activated, notifies Munitions Control and ESS Managers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.7 CSCS ensures the Video Management System is recording the functional test.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12.1.8 Any delays, faults or malfunctions in the system must be annotated in a log by ESS Managers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.9 After functional test is complete, Munitions Team Chief and USG ESSMs will secure the facility.			
a) Ensure access doors are closed and padlocks secured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) CSCS verifies alarms and sensors are engaged and operational.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Account for all personnel before leaving the area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.10 Keys returned to separate high security combination safes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13.0 ANNEX 8—REAL WORLD ALARM NOTIFICATION AND RESPONSE

This checklist is part of the Paveway IV Security Standard Operating Procedure for RSAF operations. Please refer to the Standard Operating Procedures for definitions of terms and acronyms in this checklist. This checklist specifies actions taken by both the USG ESSM at the downrange location and the ESSMs located at the USAF Remote Management Enclave at Eskan Village. This checklist will be run when a real world alarm notification activates due to potential hostile threat accessing the JSSF. The primary role players for this checklist are the RSAF and USG ESSMs and the Eskan Village ESSM and ESSM/A. Both RSAF and USAF ESSMs will verify the operations are being executed in accordance with the checklist.

13.1 ESSM Notification Procedures	Yes	No	Not Required
NOTE: This checklist is to identify USAF communication requirements for a real world alarm notification.			
13.1.1 USG ESSM receives notification from CSCS Commanding officer on real world alarm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.1.2 ESSM verifies the following information:			
a) Air Police have responded to alarm and are either on scene or en-route to JSSF.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) RSAF ESSM has been notified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.1.3 RSAF and USG ESSM access CSCS to monitor Air Police response procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.1.4 ESSMs verify JSSF keys are secured in separate high security safes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.1.5 USG ESSM notifies Eskan Village Remote Management Enclave and passes along the following information:			
a) Date and time of alarm notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) JSSF threat level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Number of hostiles and if armed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Air Police response team status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.1.6 USG ESSM sustains communication with Eskan Village Remote Management Enclave until alarm response terminates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.1.7. RSAF and USG ESSM execute JSSF inventory, documenting quantity and serial numbers to ensure 100% accountability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

a) Any discrepancies require immediate recount, if discrepancies still exist, USG ESSM updates ESSM/A .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.1.7. USG ESSM annotates alarm notification in log book.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.2 Eskan Village Notification Procedures			
13.2.1 Eskan Village ESSM notifies ESSM/A upon alarm notification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.2.2 Eskan Village ESSM documents alarm notification and relevant information from USG ESSM updates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Date and time of alarm notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) JSSF threat level			
c) Number of hostiles and if armed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Air Police response team status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.2.3 ESSM/A notifies Access Authority on real world alarm notification and response.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Document any inventory discrepancies and update Access Authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.2.4 Eskan Village Remote Management Enclave continues to monitor RSAF actions and USG ESSM until situation resolves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**F-15 SAUDI ADVANCED
CRITICALLY CONTROLLED ASSETS
STANDARD OPERATING PROCEDURES
(F-15SA CCA SOP)**

***ROYAL SAUDI AIR FORCE
KINGDOM OF SAUDI ARABIA***

20 MAY 2016

Approved by: LARRY D AMANTE, GS15
Assistant Director, International Security Programs
Defense Technology Security Administration
Office of the Under Secretary of Defense for Policy

FOR OFFICIAL USE ONLY

Authoritative Guidance on the Implementation of US Government Policy on the Transfer of F-15SA Critically Controlled Asset (CCA) Technology to the Kingdom of Saudi Arabia

The US Government is the approval authority for this document.

Adherence to the procedures outlined in this document by members of the US Government and Saudi Arabian Government (civilians and military members) is required as a condition of the transfer of F-15SA Critically Controlled Asset technology to the Kingdom of Saudi Arabia. This document covers standard operating procedures which involve the operation of electronic security systems which provide monitoring and alarm activation alerts 24/7/365 in accordance with US technology security policy requirements. The installation, maintenance, and operation of security systems in the Kingdom and procedures by RSAF, to include support required for US Electronic Security System Manager (ESSM) personnel, be they US contractor or US government civilian or military personnel, is also a condition of the transfer of F-15SA Critically Controlled Asset technology to the Kingdom of Saudi Arabia.

If RSAF does not satisfy all policy requirements, to include those articulated in this document, US government personnel may not ship F-15SA CCA to the Kingdom of Saudi Arabia.

United States Military Training Mission (USMTM) does not have the authority to modify or grant deviations from the procedures contained in this document. Since it may occur that RSAF or USMTM may want to propose changes to this document which increase the effectiveness of the security and movement of F-15SA CCA to, from, or within the Kingdom, the following procedures are provided to enable suggested changes to be offered to USG for consideration and approval.

- 1) A joint review will be conducted by RSAF and USMTM Air Force Division.
- 2) Recommended changes will be staffed by USMTM, Chief Air Force Division to USG OSD/DTSA for approval.
- 3) Upon USG OSD/DTSA approval, USMTM, Chief Air Force Division will provide the updated Standard Operating Procedure to RSAF HQ and concerned USG entities (AFLCMC and SAF/IA).
- 4) Note: There is only F-15SA CCA SOP in use at a time. When superseded by a subsequent update, complete previous SOP versions will be discarded and replaced with a complete updated version.

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**CONCEPT OF OPERATIONS
FOR
F-15SA CRITICALLY CONTROLLED ASSETS
STANDARD OPERATING PROCEDURES (F-15SA CCA SOP)**

This concept of operations provides a basic overview of the Standard Operating Procedures (SOP) for the transportation and storage security of F-15SA Critically Controlled Assets (CCA) to be stored within the Kingdom of Saudi Arabia CCA Secure Storage Facilities. The separate Transportation Plan (Annex A) addresses transferring CCA to and from Saudi Arabia. The SOPs described in this document are in addition to, not in lieu of existing classified handling procedures. It covers the requirements for the Secure Storage Facilities (SSF) to include the proper operation of the security system known as the Intrusion Detection System (IDS), the execution of associated manpower roles, responsibilities, and the proper adherence to procedural checklists.

OVERVIEW

A. Background Information

F-15SA CCA is defined as spare and conversion kit Line Replaceable Units (LRU) or Line Replaceable Modules (LRM) for the following F-15SA equipment: Active Electronically Scanned Array (AESA) Radar Antenna, Radar Power Supply, Radar Data Processor, Radar Receiver, Aircraft Interface Module, Digital Channelized Receiver/Technique Generator, Electronic Warfare Controller, Digital Electronic Warfare System (DEWS) LRU-1, and Advanced Display Core Processor I and II. These spares are to be used to replace malfunctioning units on operational F-15SA aircraft in Saudi Arabia by RSAF maintenance personnel.

The RSAF and the USG will mutually review, certify and update this SOP in order to maintain the security assurances agreed to between the two nations in the Special Security Agreement (SSA). Reviews, certifications and updates will occur during scheduled annual reviews or whenever either party deems it necessary.

The approval authority for the RSAF and USG recommended changes is Office of the Secretary of Defense/Defense Technology Security Administration (OSD/DTSA). Once OSD/DTSA approves SOP changes, it will issue a new SOP which will replace all previous versions of the SOP. OSD/DTSA will provide the approved SOP to United States Military Training Mission (USMTM) / Air Force Division (AFD) for distribution to RSAF and other USG entities.

B. SOP Checklists

The checklists included in this SOP standardize and specify personnel responsibilities, security standards, and maintenance of the IDS. They address both RSAF and USG personnel actions. The checklists address the following areas:

1. CCA transfer from CCA Courier to Electronic Security System Monitor (ESSM)
2. Shipping process for Repair and Return of unserviceable CCA
3. Secure Storage Facility Entry and CCA Transfer to CCA Courier for Transportation
4. Secure Storage Facility Entry for Exchange of Unserviceable Asset.
5. CCA Checklist for Planned Deployment Location inside and outside KSA (Not at an RSAF Airfield).
6. CCA Courier Checklist for Ground Vehicle Breakdown in Transit
7. CCA Courier Checklist for Aircraft Divert in Transit

8. F-15SA Divert Procedures

C. Secure Storage Facility Description

The SSF will be constantly monitored by USG personnel at Eskan Village, Riyadh to ensure accountability of CCA. The SSF must continually have power and communication capability to ensure the Eskan Village monitoring facility and local base RSAF Air Police Central Security Control Station (CSCS) have constant, uninterrupted visual monitoring capability. Keys to the SSF will be stored in a General Services Administration (GSA) Approved Class 6 security container (safe) accessible only to USG personnel. Facility requirements are further defined in section 4.0 of this document.

D. Personnel Roles and Responsibilities

The USMTM Electronic System Security Manager (ESSM), Supply Squadron and Air Police functions are critical to ensuring CCA security requirements are met on a daily basis. ESSMs will handle overall operation of the IDS, carry out training, and conduct administrative and maintenance functions. Each ESSM can conduct IDS training for RSAF Air Police personnel, who will serve as alarm operators in the Central Security Control Station at each CCA storage location. Additionally, each ESSM has the ability to perform minor maintenance and troubleshooting on the IDS in the event of a fault or malfunction. Finally, each ESSM will conduct and document functional tests of the IDS on a regular basis to ensure the system is operating as designed.

Besides conducting IDS training for RSAF Air Police personnel, ESSMs will also work closely with Air Police on a daily basis, as Air Police are primarily responsible for CCA physical security. Air Police personnel will act as Electronic Security System (ESS) alarm operators, which require them to operate the IDS and perform electronic and personal surveillance of the SSF to detect and prevent intrusion threats. Air Police personnel located at the Central Security Control Station will monitor the SSF through cameras and sensors installed at the SSF. RSAF Air Police will conduct routine patrols of the SSF, physically inspecting access doors, padlocks, and other physical aspects of the building. In the event of an intrusion by a threat, Air Police will be on-site within 5-minutes and communicate the threat to the Air Police security desk at the Central Security Control Station who will notify wing leadership and ESSM. The ESSM will be on site within 1 hour (2 hours for Conversion Install Facility) to conduct an accurate inventory to identify any loss. Unaccounted for items will be reported to USMTM for further investigation.

The Base Supply Squadron Commander is responsible for all actions of personnel assigned to the Supply Squadron who will carry out actions in accordance with the procedures outlined in this SOP. Specifically, the Supply Squadron Commander is responsible for the security of the SSF as well as access to the area in which the SSF is located. The Supply Squadron Commander will compile and maintain an access list which contains the names of all personnel who are authorized escorted entry to the area of the SSF. The Supply Squadron Commander will update the access list monthly and ensure that there is only one valid version of the access list. All access lists will be approved by the Electronic Security Systems Manager Administrator (ESSMA) and Supply Squadron Commander at the host base. The Base Supply Squadron Commander will document and assume responsibility for the physical security of any CCA taken into its possession. When the Base Supply Squadron takes possession of CCA, it will be documented and the Commander assumes responsibility for physical security of the item.

E. Intrusion Detection System Component Description

The IDS is a security alarm system comprised of intrusion sensors and alarm annunciation devices that monitor for suspicious activity and activates an alert when such activity is detected. The IDS will

alert CSCS Air Police alarm operators to take action and direct necessary response. The IDS is divided into two sections. The Command, Control and Display Equipment (CCDE) located in the CSCS and the cameras/sensors located in the SSF.

1. The IDS will consist of the following types of sensors designed to detect intrusion:

- a. Balanced Magnetic Switch. A two-part sensor usually mounted on a door and doorframe, it generates an alarm condition when a change in the magnetic field between the parts is detected.
- b. Closed Circuit Television. Cameras installed exterior and interior in the SSF directly connected to the video server and display monitors in the CSCS.
- c. Infrared Motion Detectors. A low power area protection device that detects a change in temperature within the coverage pattern caused by the movement of a body. The sensor generates an alarm when a moving object causes a change in radiated energy levels within the coverage area.
- d. Tamper Alarms. Installed over sensitive components necessary for IDS function, will generate an alarm if any access to these components is detected.
- e. Volumetric Alarms. Designed to detect movement within the alarmed area, as opposed to the detection of perimeter penetrations.

2. The Command, Control and Display Equipment are comprised of the following components:

- a. Annunciator. A device that signals a change of protection zone status in a security system, usually in for the form of audible and/or visual signals.
- b. Video Display Monitors. Viewing screens connected to SSF cameras allowing alarm operators a live feed to perform surveillance.
- c. Video Server. Computer based device that performs recording, storage and playing of the video stream from the SSF cameras.

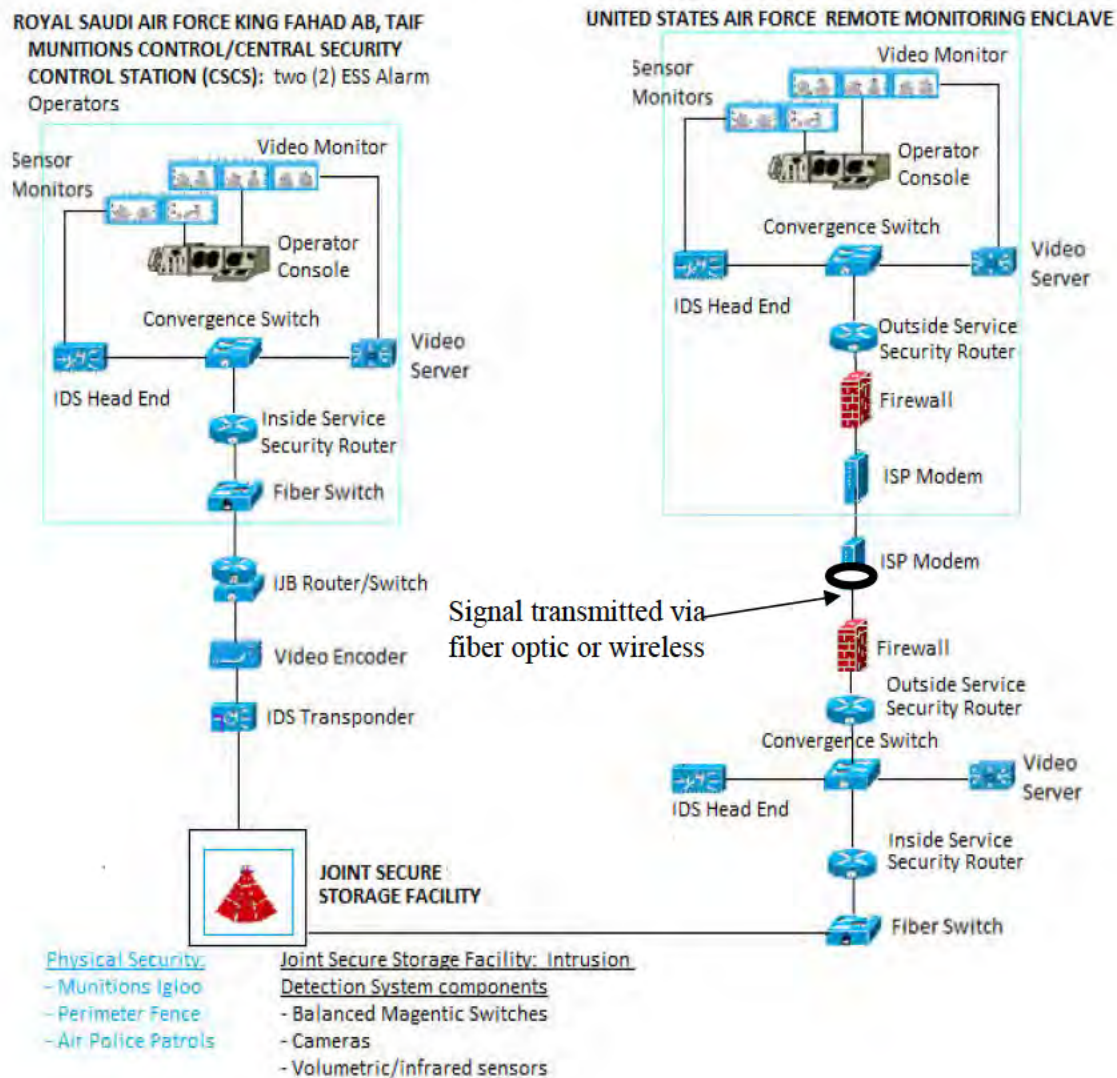
F. CCA Transportation

At times it will be necessary to transport CCA between bases or back to the US for Original Equipment Manufacturer (OEM) maintenance. The RSAF is responsible for coordination and provision of all transportation; both within KSA and back to the US. Coordination must also be established with ESSMs at the origin SSF, the destination location, and with the lead ESSM at the Eskan Village monitoring facility prior to any transportation. The lead ESSM at Eskan Village has transportation denial authority if sufficient transportation coordination does not exist and must give approval prior to movement of CCA. These SOPs cover specific details of transportation within KSA.

G. Intrusion Detection System Layout

The following IDS Layout graphic depicts the relationships between IDS components. Following the graphic, specific components are described.

TYPICAL IDS LAYOUT



STANDARD OPERATING PROCEDURES AND ASSOCIATED CHECKLISTS

1.0 PURPOSE

This document contains the SOP and associated checklists required for the RSAF to operate the Electronic Intrusion Detection System IDS at the CCA SSF. The SOP defines security procedures to monitor, protect, transport, and secure the SSF for CCA storage and maintenance use. Its daily use will be validated on initial certification by a visiting USG team and annually validated by in-country USG and RSAF representatives. Periodic recertification may be accomplished by USG.

2.0 SCOPE

This document supports security operations conducted by the RSAF and oversight operations conducted by ESSM personnel.

3.0 ETHICAL STANDARDS

As a member of the joint effort between the Kingdom of Saudi Arabia and the USG, you are the visible representatives of your Government. All duties will be performed in a professional manner and cultural attributes will be respected at all times by all parties. Do not discuss offenses or incidents, except in the line of duty. In addition, do not accept any advantage, gratuity, or reward for performing official duties. It is your duty to accept the authority with which you have been entrusted and to carry out the responsibilities, firmly, and in a manner that commands respect.

4.0 SECURITY REQUIREMENTS

4.1 Facility Requirements

a. The SSF site will have necessary grading to enable proper drainage and erosion control. Utilities including power and communications/fiber optic cabling to the main base must be installed. The SSF will be a concrete structure, with no visible interior/exterior cracks or signs of water damage.

b. SSF doors will be double doors constructed of steel (solid or filled).

c. The door will be secured with an anti-corrosion, key-operated high-security padlock and a high-security hasp.

d. Exterior security requirements:

1) Exterior building and door lighting systems will be present to ensure sufficient lighting to cover the front entrance of the facility.

2) Existing air vents will be barred with a minimum of nine-gauge rebar and attachment points will be welded or strengthened to prevent access and/or removal.

e. Interior security requirements:

A floodlight system will be installed to the ceiling of the SSF to ensure adequate lighting inside the building. The floodlights will have an IR sensor and will automatically and immediately illuminate upon any access into the SSF.

4.2 Manpower

Both organizations must designate one person to fulfill this role. The ESSM must also have operator, maintainer, training, and administrative responsibilities for the Electronic Security System.

a. The USG will ensure ESSM or a qualified representative will be available 24 hours a day, 7 days a week, 365 days a year.

b. Alarm Operators are RSAF Air Police personnel who are responsible for maintaining surveillance of assigned sectors, monitoring sensor status and activations, controlling cameras capability and assessing all alarms emanating from the shelters.

1) RSAF will staff the base's SSF monitoring station to ensure uninterrupted (non-stop) coverage 24 hours a day, 7 days a week, 365 days a year.

2) RSAF will take lead on quarterly functional tests in conjunction with the ESSM.

c. RSAF Air Police armed response teams will consist of two or more members, equipped with weapons and appropriate ammunition. Teams must also have capability to communicate with the RSAF Air Police CSCS.

1) The RSAF Air Police Commanding Officer for the SSF and the surrounding area is responsible for deploying armed response teams to detected intrusions and alarms.

2) In the event of SSF intrusion or alarm notification, RSAF Air Police will provide an immediate on-site armed response within 5-minutes.

4.3 Intrusion Detection System

The IDS is capable of integrating multiple Force Protection technologies into a single point providing situational awareness and control. This system serves as the central processing system for all the sensors, displays, controllers, and other technologies operating as part of the system. The system includes automation and is scalable and adaptable to specific site requirements. A technical review of the IDS will be jointly conducted by RSAF and USG security officials at least every five (5) years.

a. Command, Control, and Display Equipment will be comprised of an annunciator, alarm display screen and viewing monitors and is located in the RSAF Air Police CSCS.

1) Each station will be staffed by alarm operators capable of monitoring all aspects of the IDS. Video camera views can be depicted on any combination of monitors from a single desktop to multiple large screens. This supports scalability to tailor the system to specific site requirements, including the number and configuration of operator stations.

2) Cameras with the capability for short-range day/night surveillance and assessment will be utilized. Cameras will be capable of assessing intrusions (by operator viewing image) when alerted by sensors and depending on range, determine the number, activity, behavior, and equipment of intruders.

3) Interior Sensors will be installed at the SSF. The employed sensors will be both Balanced Magnetic Switches (BMS) at the door and either infrared or microwave sensors in the SSF.

4) Field Distribution Boxes will be used for cameras and sensors and installed with tamper alarms.

5) Video Management System (VMS) will be used for video storage/playback and immediate visual assessment. Recorded video is stored digitally on the video server hard drive. Recorded data will be held for a minimum of 30 days.

6) Tamper alarms will be installed at all junction boxes, CCDE consoles, equipment rooms, pull boxes, and Field Distribution Boxes.

b. IDS sensors have adjustable sensitivity levels. Sensitivity of the system will be determined by RSAF and USG ESSM.

4.4 Deployed Facility Security Requirements

A deployed SSF that does not meet the requirements outlined in section 4.0 of this SOP is not permitted. If the need for forward basing is anticipated, it is incumbent upon the RSAF to construct a facility at the forward location that meets all predefined requirements before it will be authorized by the USG to store CCA.

5.0 General Responsibilities

To ensure the safeguarding of CCA, all personnel listed below are responsible for ensuring appropriate procedures are followed at all times. Beginning with Section 7.0 of this SOP are specifically developed checklists and logs to ensure accountability of CCA is always maintained. Personnel are required to be intimately familiar with this SOP and attached checklists/logs will be used at all times when handling CCA. Physical copies of checklists should be printed and readily available for use to all personnel who act in the roles described in this section. It is the responsibility of each role to ensure they have checklists available for immediate and unanticipated use.

5.1 Security Operations

RSAF Air Police will conduct routine patrols 24 hours a day, 7 days a week, 365-days a year. The patrols will include a physical check of the facility perimeter to include status of the access door padlocks and airshafts each shift to ensure SSF security integrity. In the event of a total system failure, RSAF Air Police will post a minimum of one-armed sentry until the system operations are reestablished. The sentry must have the capability to communicate with CSCS. Air Police will document all patrols on the patrol log. Patrol log history of all activity will be maintained at the CSCS for a minimum of one year.

During ground transportation outside of flight line operations, RSAF Air Police will provide sufficient and appropriate armed escort to ensure physical security of CCA.

CSCS is responsible for dispatching all RSAF Air Police patrols in exercise and emergency situations.

5.1.1 Critically Controlled Assets Secure Storage Facility Access List

A SSF Access List must be developed and maintained by the local RSAF Supply Squadron Commander and the on-site ESSM. This list will be used to authenticate authorized personnel who have a valid need to enter the storage facility before being allowed access. If the individual requesting access is not on the access list, they will not be allowed to enter the SSF. RSAF personnel required to transport CCA will be authorized to be on this list provided they are escorted by an authorized USG representative.

5.1.2 Critically Controlled Asset Secure Storage Facility Access Control

Before the SSF facility is opened by a designated representative, authentication is made with CSCS to verify access list authorization and the need to enter.

All personnel who enter or exit the SSF shall be subject to an inspection of their hand-carried articles to prevent the introduction of prohibited items and/or the removal of sensitive material by RSAF Air Police or ESSM. Prohibited items include: cameras, personal cell phones, personal firearms and/or weapons, flammable or explosive items.

5.1.3 Critically Controlled Asset Secure Storage Facility Response

An armed RSAF Air Police patrol will arrive on-site within 5-minutes upon any notification of alarm or intrusion to the SSF or surrounding area. Armed security personnel will deploy at the direction of the Air Police supervisor to intercept intruders, check building intrusion detections, and/or search areas after engagements.

a. In the event of an actual intrusion, the RSAF Air Police Commanding Officer and the Director of Logistics and Supply will be notified immediately. The commanding officer will then notify ESSM who will then notify USMTM. Upon notification USMTM will provide an ESSM on site within 1 hour to conduct an inventory to identify any missing items.

b. In the event of a nuisance alarm and/or false alarm as determined by RSAF Air Police, notification will terminate with the RSAF Air Police Commanding Officer. ESSM does not have to be notified for NAR/FAR. NAR/FAR rates will be annotated by the ESSM to determine maintenance actions as needed.

5.1.4 Types of Alarms

a. Unannounced Alarm. An unannounced alarm will be handled using the following procedures:

1) In the event a door in secure mode generates an alarm, an RSAF Air Police patrol will be immediately dispatched and be on-site within 5-minutes to assess the situation and will determine the cause of the alarm, taking appropriate measures to safeguard assets. Upon ensuring physical security of the SSF, RSAF Air Police will notify the ESSM who will be on-site within 1-hour (2-hours for CIF) to conduct a CCA inventory.

2) If the alarm is determined to have been caused by human error (i.e., someone opening the door prior to notifying CSCS) RSAF Air Police members will detain and identify the individual and determine the reason for the alarm. Once a determination has been made, the responsible party will be positively identified with CSCS, the appropriate action will be taken and documented in the patrol log.

3) If the alarm was caused by human error and the responsible party was not on the access list for the SSF, their immediate supervisor will be contacted and an authorized person will respond. This action will be documented in the patrol log.

b. Tamper Alarms. Tamper Alarms are alarms positioned on several key components of the system and will activate when an attempt is made to gain access to the equipment or cutting or shorting the interconnecting cables. These alarms are normally at locations where the circuitry of the transmission lines joins.

c. False Alarms (FAR). False Alarms are alarms with no known cause. As a general rule Invalid Alarm Rates should not exceed one per 24-hour period per sensor region. Work order should be initiated upon receipt of the second alarm.

d. Nuisance Alarms (NAR). Nuisance Alarms are alarms caused by an influence the sensor was designed to detect such as an animal or an act of nature, but is not related to an intrusion. They may be caused by heavy rains, hail or sleet, ice on the fence, high winds, windblown debris hitting the fence, lightning discharges in close proximity of the sensor, and animals brushing against the fence. No more than three NAR per 24-hour period per sensor region should occur.

e. Equipment Communications Failure. Equipment Communications Failure indicates a failure of communication between components has occurred and may be caused by a malicious attempt to circumvent the system. This event requires an IMMEDIATE maintenance response not to exceed 1 hour (2 hours for CIF). RSAF Air Police refer to paragraph 5.1.1 regarding response.

5.1.5 IDS Training

RSAF Air Police alarm monitors must be trained and certified by ESSM in order to operate the system in a proficient manner. Individuals will require annual refresher training and certification to maintain proficiency

5.2 United States Government Electronic Security System Manager

The role of the ESSM will be to insure the continued operation of the security system as well as document and report all security system malfunctions, nuisance alarms and active alarms. The ESSM will assist RSAF personnel in the day-to-day operation and maintenance of the ESS.

a. The ESSM will be fully trained on the system to include operator, maintainer and administrator roles. Additionally, the ESSM is responsible for training and certifying RSAF alarm monitors. The ESSM will develop a training program to certify RSAF alarm monitors.

b. The ESSM will troubleshoot and repair faults within the system, and is also responsible for maintaining alarm log history for a minimum of one year. The ESSM will review and purge alarm logs every 30 days maintaining a current years data. The ESSM will conduct monthly analysis of logs for trends, i.e., NAR, FAR, maintenance, and/or faulty equipment.

1) If the fault is beyond ESSM scope of repair, the ESSM will notify ESSMA and coordinate further troubleshooting and maintenance repair actions.

2) If the fault is beyond the ESSMA's scope of repair, the ESSM will notify RSAF Air Police to determine if extensive contracted maintenance is necessary.

c. The ESSM will be responsible for maintaining routine overall system maintenance and will conduct quarterly functional tests of the electronic security system with RSAF

1) Functional tests are designed to ensure each component of the electronic security system is working at full capability.

2) Functional tests will consist of the following steps:

a) ESSM will coordinate with Supply Squadron Commander, the Security Forces Squadron Commander, and the RSAF ESSM to ensure all required personnel and monitoring stations are aware of the date and time of the functional test.

b) Coordinate communication between the alarmed facility and CSCS.

c) Open doors for BMS alarm activation test.

- d) Personnel enter the SSF to ensure interior sensors are activated.
- e) Verify monitoring stations are tracking the alarmed event through cameras.
- f) Ensure the VMS is recording the alarmed event and allow video playback.
- g) Upon completion of the functional test, ensure SSF is secured and alarmed.
- h) Quarterly functional tests will be documented in a log and kept for a minimum of one year.

d. The ESSM will document and report all security system maintenance, active, false, and nuisance alarms to RSAF Air Police and USMTM on a monthly basis.

e. The ESSMs will conduct biannual Enhanced End of Use Monitoring and provide updates to both RSAF and USAF Access Authority.

f. The ESSM is responsible for managing and tracking both serviceable and unserviceable CCA Assets to maintain assigned stock levels at his particular SSF.

g. The ESSM will ensure unserviceable CCA are properly inspected and packaged prior to any shipment back to CONUS for the Repair and Repair Program.

5.2.1 United States Government Electronic Security System Manager Administrator (ESSMA)

a. The ESSMA is stationed at Eskan Village, Riyadh and is the lead authority within the CCA monitoring and accounting program in KSA.

b. The ESSMA is responsible for ensuring all ESSMs and back up ESSMs are trained IAW procedures and standards determined by the ESSMA.

1) The ESSMA will maintain a list of current and qualified ESSMs and conduct semiannual refresher training with each ESSM.

c. The ESSMA will manage the monitoring facility at Eskan Village, Riyadh.

d. The ESSMA is the primary coordinator for managing ESSM manning in kingdom.

e. The ESSMA or his delegate is the primary coordinator for handling RSAF Logistics coordination when CCA are to be transported. Additionally, as referenced in Appendix 12.0 and 13.0, in the event of unanticipated CCA transportation problems, the ESSMA will coordinate with RSAF Logistics to dispatch alternate transportation vehicles and relief CCA Couriers to ensure no lapse in CCA monitoring and accounting occurs. The ESSMA retains authority to deny CCA transportation if, in his opinion, appropriate measures consistent with the SSA are not in place.

f. ESSMA is responsible for coordinating, in conjunction with the ESSM, the management and logistical movement of unserviceable CCA material from the F-15SA Avionic Pod Shops to the US Point of entry for Repair and Return.

- Track movement all CCA assets.

- Coordinate with RSAF for ground/air logistical support of CCA movement.
- Ensure shipping manifest information is submitted to Warner Robins (i.e. **XDC**: Date reparable shipped from customer to freight forward and **XDF**: Receipt of repaired CCA at SSF)
- Ensure stock levels are maintained at all KSA SSF.

5.2.2 United States Government Critically Controlled Asset Courier

a. CCA Couriers are responsible to monitor and account for CCA during transportation. CCA Couriers must be US citizens with a SECRET security clearance. All ESSMs perform CCA Courier duties when the need to transport CCA exists. ESSMs should be used as CCA Couriers whenever possible. Only under extreme circumstances should other qualified people be used as CCA Couriers.

b. During ground transportation, CCA Couriers shall travel in a convoy with the CCA transportation vehicle in order to maintain accountability throughout transit.

c. During air transportation, CCA Couriers shall travel in the same aircraft as the CCA in order to maintain accountability throughout transit.

d. CCA Couriers will be equipped with a satellite phone and must report status of ground transportation every 3 hours while in route or immediately upon deviation from preplanned route and report take-off and landing of air transportation. In the event of emergency during transportation, CCA Couriers will contact the ESSMA to communicate the nature of the emergency and request specific relief (i.e. alternate vehicle transportation and/or additional CCA Courier support).

5.3 RSAF Supply Squadron

a. All supply squadron activities are the responsibility of the Supply Squadron Commander.

b. Supply Squadron will provide RSAF Air Police an access list of all RSAF personnel who will have authority for escorted physical access.

c. Supply Squadron will validate the access monthly to ensure up-to-date status and provide updates to RSAF Air Police. Previous versions of the access list will be kept for a minimum of one year.

d. Supply Squadron will maintain the access list used to authenticate authorized personnel who have a valid need to enter the storage facility before being allowed access. Personnel on the access list must be a 7-level avionics technician, supply technician, supply officer, or maintenance expeditor. The personnel on the access list will be authorized as CCA Flight Line Couriers (CCAFLC). CCAFLCs are authorized to bring CCA to and from F-15SA aircraft on the flight line and the SSF.

e. Supply Squadron will be responsible for providing security of the CCA while the SSF is in the access mode.

f. While accessing and/or transporting CCA in and out of the SSF area, the CCA Flight Line Couriers is the responsible authority for security.

g. In the event of an F-15SA not returning to its base of departure, the RSAF is required to notify the local ESSM. It is imperative that local ESSMs have an accurate accountability log of how many aircraft are assigned to his location of responsibility and thus it is incumbent upon RSAF Supply to ensure the ESSM is kept current on planned and unplanned off station movement.

5.4 RSAF Logistics

a. RSAF Logistics will provide transportation for all CCA movements between KSA and the US IAW separate F-15SA CCA Transportation Plan maintained by AFLCMC/WWQI F-15SA.

b. RSAF Logistics will provide transportation for all CCA movements in KSA per the instructions in this SOP.

c. For all transportation except flight line operations, RSAF Logistics will provide ESSM at base of origin with transportation itinerary 2 weeks prior to movement of CCA.

d. RSAF Logistics will have available an alternate transportation vehicle on a 1-hour alert status to be dispatched to a disabled CCA transportation vehicle. RSAF Logistics will also provide a contact phone number and dispatch authority of the alternate transportation vehicle to the ESSMA. If CCA being shipped is too heavy or large to move from the disabled vehicle to the alternate vehicle, RSAF Logistics will also provide appropriate moving equipment with the alternate vehicle. For example the AESA Radar Antenna is 4 feet x 4 feet x 4 feet and weighs over 400lbs.

e. In the event a ground CCA transportation vehicle is disabled in transit, the ESSMA will contact and dispatch the alternate transportation vehicle to the location of the disabled vehicle. CCA must be offloaded from the disabled vehicle onto the alternate vehicle before the disabled vehicle can be towed.

f. RSAF Logistics is required to provide all appropriate documentation and coordination information for CCA transportation required by this SOP and the F-15SA CCA Transportation Plan to the ESSMA as prescribed by the appropriate checklist for his approval. The ESSMA retains authority to deny CCA transportation if in his opinion, appropriate measures consistent with the SSA are not in place.

6.0 GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

6.1 Acronyms

BMS	Balanced Magnetic Switches
CCA	Critically Controlled Asset
CCAFLC	Critically Controlled Asset Flight Line Courier
SSF	Secure Storage Facility
CCDE	Command, Control and Display Equipment
CIF	Conversion Installation Facility
CSCS	Central Security Control Station
ESSM	Electronic Security Systems Manager
ESSMA	Electronic Security Systems Manager Administrator
FAR	False Alarms
IDS	Intrusion Detection System
NAR	Nuisance Alarms
RSAF	Royal Saudi Air Force
SSA	Special Security Agreement
USG	United States Government
USMTM	United States Military Training Mission
VMS	Video Management Systems

6.2 Terms

Access List - Listing of authorized personnel who have access to the Critically Controlled Asset Secure Storage Facility.

Alarm Operators - RSAF Air Police personnel manning the Central Security Control Station who are responsible for monitoring the Joint Secure Storage Facility.

Authorized Persons - Personnel who have a need-to-know for the classified information involved and are cleared for the receipt of such information. Responsibility for determining whether a person's duties require that they possess, or have access to, any classified information, and whether they are authorized to receive it, rests upon the Munitions Squadron Commander.

Balanced Magnetic Switch - A two-part sensor that generates an alarm condition when a change in the magnetic field between the parts is detected. BMS are usually mounted on a door and doorframe to detect opening of the door to provide better protection against a defeat attempt than a standard magnetic contact.

Central Security Control Station (CSCS) - RSAF Security Force's centralized operations center for the entire base. This shop is manned 24 hours a day, 7 days a week, 365 days a year, and enables Air Police personnel to remotely monitor alarm systems from its centralized location. Upon alarm activation, the CSCS will direct communication and response actions as required and will record all alarms.

Command, Control and Display Equipment (CCDE) - Monitoring system which integrates and controls intrusion detection sensors and alarms for operational use.

Conversion Installation Facility (CIF) - A facility located in Riyadh at which all 70 F-15S models will be converted to F-15SA models beginning in 2017. This facility has five designated ESSMs whose responsibilities are limited to local storage and accountability of CCA at the CIF itself.

Critically Controlled Asset (CCA) - F-15SA spare Line Replaceable Units or Line Replaceable Modules for the following equipment: AESA Radar Antenna, Radar Power Supply, Radar Data Processor, Radar Receiver, Aircraft Interface Module, Digital Channelized Receiver/Technique Generator, Electronic Warfare Controller, and Advanced Display Core Processor I and II. These items can only be stored loaded correctly into an F-15SA aircraft which is on a guarded flight line or in a designated SSF. They are accountable items and must always be guarded/escorted as outlined in the SOP.

Critically Controlled Asset Courier (CCA Courier) - US Citizen with a SECRET clearance who travels with CCA. Should be performed by ESSM or back-up ESSM unless absolutely otherwise required. All CCA Couriers will be approved for responsibility by ESSMA in memorandum stored at Eskan Village. This must simply state that the ESSMA approves person(s) for CCA Courier duty and they have completed all required training.

Critically Controlled Asset Flight Line Courier (CCAFLC) - Designated RSAF 7-level, supply technician, Supply Officer, or Flight Line supervisor with specific need-to-access for CCA on the SSF access list. CCAFLC are only authorized to transport CCA directly between F-15SA aircraft and the local SSF while on the base or at the CIF.

Secure Storage Facility (SSF) - A prescribed storage facility with two layers of protection consisting of motion sensors, cameras, and alarms. Specific requirements for SSF designation are outlined, but not limited to section 4.0. These facilities have stringent construction requirements and require significant coordination between RSAF and USG security officials.

Electronic Security Systems Manager (ESSM) - Function held by a USG representative. The ESSM is responsible for maintaining the IDS and ensuring RSAF Air Police personnel training and system administration.

Electronic Security Systems Manager Administrator (ESSMA) - A USG employee based at Eskan Village, Riyadh, Saudi Arabia. The ESSMA is the lead ESSM responsible for direct oversight and coordination of all ESSMs, CCA, and SSFs in KSA.

Infrared Motion Detector - A passive, low power, area protection device that detects a change in ambient temperature within the coverage pattern caused by the movement of a body. Sensor circuitry generates an alarm when a moving object causes a change in radiated energy levels within the coverage area. These units are more sensitive to objects moving across the beam pattern than to objects moving toward the sensor.

Intrusion Detection System (IDS) - An alarm system comprised of intrusion sensors and alarm devices for the purpose of detecting intruders. Typical intrusion detectors include balanced magnetic switches and ultrasonic, infrared, or microwave motion or intrusion sensors.

False Alarms (FAR) - An alarm signal that does not represent a dangerous or unwanted condition, usually caused by some fault or problem in the system.

Microwave Sensor - An active intrusion sensor that detects the movement of a person or object through a pattern of microwave energy, recognizing movement within a protected area.

Nuisance Alarms (NAR) - Alarms caused by an influence the sensor was designed to detect such as an animal, an act of nature or an inadvertent action by authorized personnel, but is not related to an intrusion

Tamper Alarms - Devices positioned over key components of the system that activate when unauthorized attempts to gain access and/or reduce functionality of the equipment are detected.

Unauthorized Person - Any person who is not authorized to have access to specific classified information. Regardless of the degree of clearance, an individual is not authorized access to classified information of any degree without a demonstrated need-to-know.

Video Management System - Camera and video monitor system that enable live and recorded viewing of the SSF.

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7.0 CHECKLIST FOR CCA TRANSFER FROM CCA COURIER TO ESSM

This checklist is part of the Critically Controlled Assets Security Standard Operating Procedure for RSAF operations. Please refer to the Standard Operating Procedures for definitions of terms and acronyms in this checklist. This checklist will be run when CCA are being accepted and stored at a SSF after being delivered by a CCA Courier. The primary users for this checklist are ESSMs, CCA Couriers, and RSAF Air Police CSCS personnel. ESSMs will verify the operations are being executed in accordance with the checklist. When completing items on the checklist, use initials to identify person accomplishing item.

Date Checklist Executed: _____

Accountable ESSM: _____

7.1 SSF Entry Procedures	CCA Courier	ESSM	CSCS
7.1.1 Physical entry into the SSF is controlled by ESSM.		<input type="checkbox"/>	
7.1.2 ESSM verifies entry authorization before allowing any individuals' access to the SSF. ESSM will grant access to the SSF after ensuring the individual is listed on the current access list.		<input type="checkbox"/>	
a) Individuals listed on the access list will display their badge.		<input type="checkbox"/>	
b) Individuals must display all badges above the waist and in clear view at all times.		<input type="checkbox"/>	
7.1.3 ESSM retrieves access key from high security, combination safe.		<input type="checkbox"/>	
7.1.4 ESSM notifies CSCS of intent to open SSF.		<input type="checkbox"/>	<input type="checkbox"/>
a) CSCS ensures sensors and alarms are turned off during SSF access.		<input type="checkbox"/>	<input type="checkbox"/>
7.1.5 ESSM opens SSF.		<input type="checkbox"/>	
7.2 CCA Sign In Procedures			
7.2.2 ESSM enters incoming CCA tracking information in SAMIS.		<input type="checkbox"/>	
a) NSN		<input type="checkbox"/>	
b) P/N		<input type="checkbox"/>	
c) Serial number		<input type="checkbox"/>	
7.3 Transfer CCA from CCA Courier to ESSM			
7.3.1 ESSM physically moves CCA into SSF.	<input type="checkbox"/>	<input type="checkbox"/>	
7.3.2 ESSM fills out 2 hand receipts		<input type="checkbox"/>	
a) Date/Time		<input type="checkbox"/>	
b) Name of ESSM accepting CCA		<input type="checkbox"/>	
c) Name of CCA Courier relinquishing CCA		<input type="checkbox"/>	

	CCA Courier	ESSM	CSCS
d) CCA identification of each part to be stored		<input type="checkbox"/>	
1) NSN		<input type="checkbox"/>	
2) P/N		<input type="checkbox"/>	
3) Serial number		<input type="checkbox"/>	
e) Both ESSM signing out CCA and Courier accepting CCA sign hand receipts	<input type="checkbox"/>	<input type="checkbox"/>	
f) File hand receipt in CCA Courier log for 1 year after CCA is signed into destination in SAMIS	<input type="checkbox"/>	<input type="checkbox"/>	
7.2.4 SSF Exit Procedures			
7.4.1 After outgoing CCA is handed off, ESSM will secure the SSF.		<input type="checkbox"/>	
a) SSF doors closed and padlocks secured.		<input type="checkbox"/>	
b) Verify with CSCS that alarms and sensors are engaged and operational		<input type="checkbox"/>	<input type="checkbox"/>
c) Account for all personnel before leaving the area.		<input type="checkbox"/>	
d) Return keys to high security, combination safe.		<input type="checkbox"/>	

8.0 CHECKLIST FOR SHIPPING FOR REPAIR AND RETURN OF UNSERVICEABLE CCA

This checklist ensures the proper security, safe transportation and correct processing of CCA as per the RSAF Standard Base Supply System (SBSS) for the Repair and Return Program. The Future state of the CCA program consist of five 24 hour SSF (Inside Avionic Pod Shop) at each F-15SA Bases and one SSF at the Al-Salam Consolidation Installation Facility (CIF). In the meantime, the SSF at Khamis Mushayt (KKAB) will be the first operational SSF to store subject spares and act as a supply consolidation point for both serviceable and unserviceable items. When King Abdulaziz Air Base (KAAB) Avionic Pod Shop (SSF) is certified for operation, it will take over that preceding responsibility. This checklist will be used and annotated by the appropriate personnel when an unserviceable CCA item(s) is required to be shipped to the CONUS for the Repair and Return Program. Red lettering specifically addresses Repair and Return Program Procedures for the SSF KKAB.

Date Checklist Executed: _____

Accountable ESSM: _____

	CSCS	Originating Base ESSM	CCA Courier	ESSMA	Dhahran Depot
8.1 ESSM notifies and provides an email with the below information to the ESSMA (acknowledge receipt) that he has received an unserviceable CCA item		<input type="checkbox"/>		<input type="checkbox"/>	
a) Description		<input type="checkbox"/>			
b) National Stock Number (NSN)		<input type="checkbox"/>			
c) Part Number		<input type="checkbox"/>			
d) Serial Number		<input type="checkbox"/>			
e) Source of Repair (SOR) Address		<input type="checkbox"/>			
f) Fund Case		<input type="checkbox"/>			
g) Cost of repair		<input type="checkbox"/>			
8.2 ESSMA will coordinate with RSAF for the logistical movement of unserviceable CCA material a minimum of two weeks prior to the departure of the Multi Role Tanker Transport (MRTT) aircraft to CONUS in accordance with the RSAF MRTT Logistics Missions Schedule.				<input type="checkbox"/>	
(Interim Procedure KKAB) a) Request and Coordinate with the RSAF to obtain a Multi Role Tanker Transport (MRTT) aircraft and ground transportation for movement of CCA from KKAB to CONUS. b) Ensure the KKAB ESSM has been informed of the preceding information. c) The next step for Interim Procedure: Go to 8.15				<input type="checkbox"/>	

	CSCS	Originating Base ESSM	CCA Courier	ESSMA	Dhahran Depot
8.2.1 Arrange C-130 or ground transportation from the F-15 Avionic Pod Shop at each F-15SA base to Avionic POD Shop KAAB (CCA Unserviceable Consolidation Center).				<input type="checkbox"/>	
8.2.2 Request and Coordinate with the RSAF to obtain a Multi Role Tanker Transport (MRTT) aircraft and ground transportation for movement of CCA from Avionic Pod Shop (CCA Unserviceable Consolidation Center) to KAAB airfield staging and loading area for further shipment to CONUS.				<input type="checkbox"/>	
8.3 ESSMA notifies RCM, Depot Transportation, and the applicable ESSM of MRTT flight details (i.e. time, date, pickup location and type transportation). ESSM acknowledges receipt of information.		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
8.4 CCA Check Out Procedures from ESSM to Courier					
8.4.1 ESSM to ensure that CCA is properly packaged and palletized (Plastic Pallets or authorized heat treated pallets) prior to shipment. See 18.0 Inspection Checklist(Awaiting Inspection checklist from Dhahran Depot Supply)		<input type="checkbox"/>			
8.4.2 ESSM documents outgoing unserviceable CCA		<input type="checkbox"/>			
a) NSN		<input type="checkbox"/>			
b) P/N		<input type="checkbox"/>			
c) Serial number		<input type="checkbox"/>			
8.5 Transfer CCA monitor responsibility to CCA Courier					
11.5.1 ESSM fills out 2 hand receipts Attachment 17.0		<input type="checkbox"/>			
a) Date/Time		<input type="checkbox"/>			
b) Name of Courier accepting CCA		<input type="checkbox"/>			
c) Name of ESSM signing out CCA		<input type="checkbox"/>			
d) Name and point of contact information of RSAF logistics officer responsible for transportation of RSAF shipments.		<input type="checkbox"/>			
e) Transportation vehicle identification (i.e. aircraft tail number, truck license plate)		<input type="checkbox"/>			
f) CCA identification of each part to be moved		<input type="checkbox"/>			
1) NSN		<input type="checkbox"/>			
2) P/N		<input type="checkbox"/>			
3) Serial number		<input type="checkbox"/>			
g) ESSM and the Courier both sign CCA hand receipts		<input type="checkbox"/>	<input type="checkbox"/>		

	CSCS	Originating Base ESSM	CCA Courier	ESSMA	Dhahran Depot
h) File hand receipt in CCA Courier log for 1 year after CCA is signed into destination		<input type="checkbox"/>	<input type="checkbox"/>		
8.6 SSF Exit Procedures					
8.6.1 After outgoing CCA is handed off, the ESSM will complete the following.		<input type="checkbox"/>			
a) SSF doors closed and padlocks secured.		<input type="checkbox"/>			
b) Verify with CSCS that alarms and sensors are engaged and operational	<input type="checkbox"/>	<input type="checkbox"/>			
c) Account for all personnel before leaving the area.		<input type="checkbox"/>			
d) Return keys to high security, combination safe.		<input type="checkbox"/>			
8.7 Courier will physically oversee the loading of CCA aboard the ground/air transportation.			<input type="checkbox"/>		
Courier will accompany CCA item to the point of departure for CONUS (KAAB Avionics POD Shop).			<input type="checkbox"/>		
<u>Courier shall have</u> visual contact at all times of CCA while in transit.			<input type="checkbox"/>		
b) If the CCA is loaded in a C-130 aircraft, the Courier must oversee the loading of subject item within the cargo compartment and know where these assets are located within the aircraft.			<input type="checkbox"/>		
8.8 Upon arrival at KAAB the Courier oversees offloading of the CCA from C-130 aircraft to ground transportation vehicle.			<input type="checkbox"/>		
8.9 The Courier will accompany the CCA from the arrival aircraft to the SSF KAAB.			<input type="checkbox"/>		
8.10 Execute SSF Entry		<input type="checkbox"/>			
8.10.1 Physical entry into the SSF is controlled by ESSM.		<input type="checkbox"/>			
8.10.2 ESSM verifies entry authorization before allowing any individuals' access to the SSF. ESSM will grant access to the SSF after ensuring the individual is listed on the current access list.		<input type="checkbox"/>			
a) Individuals listed on the access list will display their official badge.		<input type="checkbox"/>			
b) Individuals must display all badges above the waist and in clear view at all times.		<input type="checkbox"/>			
8.10.3 ESSM retrieves access key from high security, combination safe.		<input type="checkbox"/>			
8.10.4 ESSM notifies CSCS of intent to open SSF.		<input type="checkbox"/>			
a) CSCS ensures sensors and alarms are turned off during SSF access.		<input type="checkbox"/>			

	CSCS	Originating Base ESSM	CCA Courier	ESSMA	Dhahran Depot
8.10.5 ESSM opens SSF.		<input type="checkbox"/>			
8.11 Execute CCA Sign In Procedures					
8.11.1 ESSM enters incoming CCA		<input type="checkbox"/>			
a) NSN		<input type="checkbox"/>			
b) P/N		<input type="checkbox"/>			
c) Serial number		<input type="checkbox"/>			
8.11.2 Execute Transfer CCA From CCA Courier to ESSM in the SSF (See 8.3 to 8.3.2 f)		<input type="checkbox"/>			
8.12 Transfer CCA from CCA Courier to ESSM		<input type="checkbox"/>			
8.12.1 ESSM physically moves CCA into SSF.		<input type="checkbox"/>			
8.12.2 ESSM fills out 2 hand receipts		<input type="checkbox"/>			
a) Date/Time		<input type="checkbox"/>			
b) Name of ESSM accepting CCA		<input type="checkbox"/>			
c) Name of CCA Courier relinquishing CCA		<input type="checkbox"/>			
d) CCA identification of each part to be stored		<input type="checkbox"/>			
1) NSN		<input type="checkbox"/>			
2) P/N		<input type="checkbox"/>			
3) Serial number		<input type="checkbox"/>			
e) Both ESSM signing out CCA and Courier accepting CCA sign hand receipts		<input type="checkbox"/>	<input type="checkbox"/>		
f) File hand receipt in CCA Courier log for 1 year after CCA is signed into destination in SAMIS		<input type="checkbox"/>	<input type="checkbox"/>		
8.13 After outgoing CCA is handed off, ESSM will secure the SSF.		<input type="checkbox"/>			
a) SSF doors closed and padlocks secured.		<input type="checkbox"/>			
b) Verify with CSCS that alarms and sensors are engaged and operational		<input type="checkbox"/>			
c) Account for all personnel before leaving the area.		<input type="checkbox"/>			
d) Return keys to high security, combination safe.		<input type="checkbox"/>			
8.14 ESSM notifies the ESSMA that the item has arrived safely in the KAAB Avionics Pod Shop (CCA Consolidation Center) pending shipping instructions.		<input type="checkbox"/>			

	CSCS	Originating Base ESSM	CCA Courier	ESSMA	Dhahran Depot
8.15 ESSMA forwards data provided in 8.1 above to Repairable Control Center (RCM) Dhahran Depot Supply and to Dhahran Depot Transportation located in building 622 to obtain shipping authorization to CONUS (POC Below). a) TBA, RCM (KAAB) Com: 966-13-330-6666 Ext. 43655, Cell: 966-058-228-0430, Email: depot_rcm@hotmail.com b) Chief Khamis AL-Niffee, Depot Transportation (KAAB), Com: 966-13-330-6666 Ext 43720 Cell: 966-50-0081025 Ext. 121, Email: depotsupply@hotmail.com				<input type="checkbox"/>	
8.16 Actions by RSAF Depot Supply (RCM):					<input type="checkbox"/>
a) RCM Constructs RSAF Form 10-1001 “General Purpose Supply Document” for shipping CCA (Using Document Identifier <u>DSRAC4</u>) to CONUS in the following format: DSRAC4(Julian Date – 4 digits), Serial Number (4 digits): <u>Example DSRAC4-5220-7700</u>					<input type="checkbox"/>
b) RCM shall ensure validity of each item against the Material Item Repair List (MIRL) prior to shipment.					<input type="checkbox"/>
c) RCM forwards completed RSAF Form 10-1001 to RSAF Dhahran Depot Supply Transportation Branch for further action.					<input type="checkbox"/>
d) Once action in 8.17 has been completed by transportation, RCM will forward a report of DCN data to the ESSMA and Warner Robins Transportation.					<input type="checkbox"/>
8.17 Actions by RSAF Depot Supply (Transportation)					<input type="checkbox"/>
a) Inspect unserviceable CCA ensuring the following: 1) identification of item, 2) proper packaging, 3) verification against the attached RSAF Form 10-1000, AFTO Form 350 (Reparable Item Processing Tag) and/or RSAF Form 10-4 (RSAF Unserviceable Label).					<input type="checkbox"/>

	CSCS	Originating Base ESSM	CCA Courier	ESSMA	Dhahran Depot
<p>b) Depot Transportation will complete and submit a Certificate of Origin (Bear Official Depot Stamp for Customs purposes) to the below personnel in CONUS 10 days prior to aircraft scheduled departure to the US. See note below for further explanation.</p> <p>1) Debra Guyton (FF), Commercial: 910 343 8900 Ext. 121, Email: dguyton@gulfamerican.com</p> <p>2) Susan Beck (FF), Commercial: 910 343 8900 Ext 121, Email: sbeck@gulfamerican.com</p> <p>3) Mr. Bradley Schmidt, FMS Coordinator, Phone (302) 677-2314 DSN 445-2304, FAX (302) 677-2899, Location: Dover AFB DE, Email: bradley.schmidt.1@us.af.mil</p> <p><i>Note: The US FF sends Certificate of Origin and a copy of the DSP-85 to the broker who is handling the item at the US Military Air Base. Once the item has cleared by US Customs, the item can then be transported to the US. This will prevent seizure of the item by US Customs.</i></p>					<input type="checkbox"/>
<p>b) Upon approval of US Customs, the US FF will notify Depot Transportation and the following actions will be initiated.</p>					<input type="checkbox"/>
<p>(Interim Procedure – RSAF Depot Supply Transportation) Coordinate with KKAB Base Transportation Section (KKAB) to accomplish the below actions.</p> <p>a) Forward all required transportation documentation by Express mail courier through the Warner Robins (WR) WSLO, Dhahran to the WR WSLO at Khamis. Contact information below.</p> <p>1) Greg Gaylor, WR WSLO KAAB, Comm: 966-3-330-2568, Cell: 966-50-570-2036, Email: gbnd4@yahoo.com</p> <p>2) Tom Riner, WR WSLO KKAB, Comm: 011-966-55-035-7033, Email: khamiswslo@aol.com</p> <p>b) WR WSLO Khamis will hand carry transportation documents to the ESSM KKAB for further processing.</p> <p>Continue with 8.17 c)</p>					<input type="checkbox"/>
<p>c) Inspect unserviceable CCA ensuring the following: 1) identification of item, 2) proper packaging, 3) verification against the attached RSAF Form 10-1000, AFTO Form 350 (Reparable Item Processing Tag) and/or RSAF Form 10-4 (RSAF Unserviceable Label).</p>				<input type="checkbox"/> (Interim)	<input type="checkbox"/>
<p>d) Ensure documents in 11.17 c) are placed inside and attached outside of the container IAW standard packaging and shipping procedures.</p>				<input type="checkbox"/>	<input type="checkbox"/>

	CSCS	Originating Base ESSM	CCA Courier	ESSMA	Dhahran Depot
(Interim Procedure – RSAF Transportation Base Supply) Arrange and provide ground transportation for pickup of CCA at SSF KKAB to loading and staging area at airfield on the date, time and location of MRTT's arrival at KKAB. Continue on Checklist 8.17 f).		<input type="checkbox"/>			
e) Arrange and provide ground transportation at Dhahran Depot Supply for pickup of CCA at SSF KAAB to loading and staging area on the date, time and location of MRTT's arrival at KAAB.					<input type="checkbox"/>
f) Ensure DCN shipping information (i.e. date shipped, mode of shipment) into Shipment Outbound Book (SOB) for each CCA item. Logbook located at Depot/Base Transportation.		<input type="checkbox"/> (Interim)			<input type="checkbox"/>
8.18 ESSM documents outgoing unserviceable CCA					
a) NSN				<input type="checkbox"/>	
b) P/N				<input type="checkbox"/>	
c) Serial number				<input type="checkbox"/>	
8.19 Transfer CCA monitor responsibility to CCA Courier escorting CCA to CONUS				<input type="checkbox"/>	
8.19.1 ESSM fills out 2 hand receipts Attachment 17.0				<input type="checkbox"/>	
a) Date/Time				<input type="checkbox"/>	
b) Name of Courier accepting CCA				<input type="checkbox"/>	
c) Name of ESSM signing out CCA				<input type="checkbox"/>	
d) Name of RSAF logistics officer responsible for transportation POC Information:				<input type="checkbox"/>	
e) Transportation vehicle identification (i.e. aircraft tail number, truck license plate)				<input type="checkbox"/>	
f) CCA identification of each part to be moved				<input type="checkbox"/>	
1) NSN				<input type="checkbox"/>	
2) P/N				<input type="checkbox"/>	
3) Serial number				<input type="checkbox"/>	
g) Both ESSM signing out CCA and Courier accepting CCA sign hand receipts				<input type="checkbox"/>	
h) ESSM shall provide a scanned copy of Attachment 19.0 to ESSMA, RCM, WR Transportation.				<input type="checkbox"/>	

	CSCS	Originating Base ESSM	CCA Courier	ESSMA	Dhahran Depot
i) File hand receipt in CCA Courier log for 1 year after CCA is signed into destination				<input type="checkbox"/>	
8.20 SSF Exit Procedures					
8.20.1 After outgoing CCA is handed off, ESSM will secure the SSF.				<input type="checkbox"/>	
a) SSF doors closed and padlocks secured.				<input type="checkbox"/>	
b) Verify with CSCS that alarms and sensors are engaged and operational	<input type="checkbox"/>			<input type="checkbox"/>	
c) Account for all personnel before leaving the area.				<input type="checkbox"/>	
d) Return keys to high security, combination safe.				<input type="checkbox"/>	
8.21 Courier will physically oversee the loading of CCA aboard the ground/air transportation.			<input type="checkbox"/>		
a) Courier will accompany the CCA items from the SSF (KAAB Avionics POD Shop) to the Staging/Loading area awaiting the RSAF MRTT flying to CONUS.			<input type="checkbox"/>		
b) <u>Courier shall have</u> visual contact at all times of CCA while in transit to the cargo staging/loading area at the airfield while awaiting the RSAF MRTT.			<input type="checkbox"/>		
c) The Courier must oversee the loading of CCA within the cargo compartment aircraft until these assets are completely secure and the doors on the cargo compartment have been secured.			<input type="checkbox"/>		
d) The Courier upon landing at the Military offload destination in CONUS (Normally, Dover AFB DE); the Courier is responsible for the CCA until signed over to the Dover AFB Classified Material Storage Representative. Retain copy of receipt on file for two years.			<input type="checkbox"/>		

9.0 CHECKLIST FOR SSF ENTRY AND CCA TRANSFER TO CCA COURIER FOR TRANSPORTATION

Purpose: This checklist is part of the Critically Controlled Assets Security Standard Operating Procedure for RSAF operations. Please refer to the Standard Operating Procedures Section 6 for definitions of terms and acronyms in this checklist. This checklist is to ensure CCA security monitoring operations in place for signing out CCA from a SSF and transferring their control to a USG CCA Courier for transportation purposes. This checklist will be run when CCA are being accessed for general movement of CCA between SSFs and within KSA for return to OEM for maintenance. The primary users for this checklist are ESSMs, USG CCA Couriers, and RSAF Air Police CSCS personnel. ESSMs will verify the operations are being executed in accordance with the checklist. When completing items on the checklist, use initials to identify person accomplishing item.

Date Checklist Executed: _____

Accountable ESSM: _____

9.1 Notification Procedures	RSAF Supply	ESSM	CSCS	CCA Courier
9.1.1 RSAF Supply supervisor or Supply Officer notifies ESSM of intention to move CCA within KSA NLT 2 weeks prior.	<input type="checkbox"/>	<input type="checkbox"/>		
a) RSAF provides ESSM identification of part to be moved.	<input type="checkbox"/>	<input type="checkbox"/>		
1) NSN	<input type="checkbox"/>	<input type="checkbox"/>		
2) P/N	<input type="checkbox"/>	<input type="checkbox"/>		
3) Serial number	<input type="checkbox"/>	<input type="checkbox"/>		
b) RSAF provides destination information	<input type="checkbox"/>	<input type="checkbox"/>		
1) ESSM ensures SSF exists at destination	<input type="checkbox"/>	<input type="checkbox"/>		
c) RSAF provides transportation mode/timing/route/destination /driver's phone/alternate vehicle location/alternate vehicle contact number	<input type="checkbox"/>	<input type="checkbox"/>		
d) ESSM identifies cleared USG CCA Courier		<input type="checkbox"/>		
1) Relay plan to ESSMA for approval 10 days prior to move		<input type="checkbox"/>		
e) Obtain ESSMA approval for movement plan		<input type="checkbox"/>		
9.2 SSF Entry Procedures				
9.2.1 Physical entry into the SSF is controlled by ESSM.		<input type="checkbox"/>		
9.2.2 ESSM verifies entry authorization before allowing any individuals' access to the SSF. ESSM will grant access to the SSF after ensuring the individual is listed on the current access list.		<input type="checkbox"/>		
a) Individuals listed on the access list will display their badge.		<input type="checkbox"/>		
b) Individuals must display all badges above the waist and in clear view at all times.		<input type="checkbox"/>		

	RSAF Supply	ESSM	CSCS	CCA Courier
9.2.3 ESSM retrieves access key from high security, combination safe.		<input type="checkbox"/>		
9.2.4 ESSM notifies CSCS of intent to open SSF.		<input type="checkbox"/>	<input type="checkbox"/>	
a) CSCS ensures sensors and alarms are turned off during SSF access.		<input type="checkbox"/>	<input type="checkbox"/>	
9.2.5 ESSM opens SSF.		<input type="checkbox"/>		
9.3 CCA Check Out Procedures				
9.3.2 ESSM documents outgoing CCA		<input type="checkbox"/>		
a) NSN		<input type="checkbox"/>		
b) P/N		<input type="checkbox"/>		
c) Serial number		<input type="checkbox"/>		
9.4 Transfer CCA monitor responsibility to CCA Courier		<input type="checkbox"/>		<input type="checkbox"/>
9.4.1 ESSM fills out 2 hand receipts Attachment 19.0		<input type="checkbox"/>		
a) Date/Time		<input type="checkbox"/>		
b) Name of Courier accepting CCA		<input type="checkbox"/>		
c) Name of ESSM signing out CCA		<input type="checkbox"/>		
d) Name of RSAF logistics officer responsible for transportation		<input type="checkbox"/>		
e) Transportation vehicle identification (i.e. aircraft tail number, truck license plate)		<input type="checkbox"/>		
f) CCA identification of each part to be moved		<input type="checkbox"/>		
1) NSN		<input type="checkbox"/>		
2) P/N		<input type="checkbox"/>		
3) Serial number		<input type="checkbox"/>		
g) Both ESSM signing out CCA and Courier accepting CCA sign hand receipts		<input type="checkbox"/>		<input type="checkbox"/>
h) File hand receipt in CCA Courier log for 1 year after CCA is signed into destination		<input type="checkbox"/>		<input type="checkbox"/>
9.4 SSF Exit Procedures				
9.4.1 After outgoing CCA is handed off, ESSM will secure the SSF.		<input type="checkbox"/>		
a) SSF doors closed and padlocks secured.		<input type="checkbox"/>		
b) Verify with CSCS that alarms and sensors are engaged and operational		<input type="checkbox"/>	<input type="checkbox"/>	

	RSAF Supply	ESSM	CSCS	CCA Courier
c) Account for all personnel before leaving the area.		<input type="checkbox"/>		
d) Return keys to high security, combination safe.		<input type="checkbox"/>		

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10.0 CHECKLIST FOR SSF ENTRY FOR EXCHANGE OF CCA UNSERVICEABLE ASSET

Purpose: This checklist is part of the Critically Controlled Assets Security Standard Operating Procedure for RSAF operations. Please refer to the Standard Operating Procedures for definitions of terms and acronyms in this checklist. This checklist is to ensure CCA security monitoring operations in place and to prevent an accidental alarm notification. This checklist will be run when CCA are being accessed for the exchange of a CCA unserviceable asset for a serviceable asset. The primary users for this checklist are ESSMs, RSAF Air Police CSCS personnel, and RSAF Supply personnel. When completing items on the checklist, use initials to identify person accomplishing item.

Date Checklist Executed: _____

Accountable ESSM: _____

10.1 Notification Procedures	RSAF Supply	ESSM	CSCS
10.1.1 RSAF Supply supervisor or Supply Officer notifies ESSM of need for spare CCA and provides tail number and parking spot of aircraft requiring maintenance.	<input type="checkbox"/>	<input type="checkbox"/>	
10.1.2 RSAF Supply receive coordination approval from ESSM prior to removing CCA from aircraft.	<input type="checkbox"/>	<input type="checkbox"/>	
a) All CCA exchanges will occur at the SSF.	<input type="checkbox"/>	<input type="checkbox"/>	
b) Time of exchange must be agreed upon prior to CCA being removed from aircraft.	<input type="checkbox"/>	<input type="checkbox"/>	
c) CCA removed from aircraft and immediately transported directly to SSF with no delays or other stops by RSAF CCAFLC.	<input type="checkbox"/>		
d) In event of a cannibalization of CCA assets due to no availability of spares in the supply system, the RSAF shall request from ESSM approval and provide the aircraft tail numbers and serial number of the assets involved. It is recommended that the unserviceable part is brought to the SSF for processing after it is removed from the aircraft.	<input type="checkbox"/>	<input type="checkbox"/>	
e) The GOLDesp system should reflect the physical change of the CCA asset (serial number) on the appropriate aircraft tail number.	<input type="checkbox"/>	<input type="checkbox"/>	
f) The ESSM will notify the ESSMA of the aircraft tail and serial number changes involved in the maintenance action.		<input type="checkbox"/>	
10.2 SSF Entry Procedures			
10.2.1 Physical entry into the SSF is controlled by ESSM.		<input type="checkbox"/>	
10.2.2 ESSM verifies entry authorization before allowing any individuals' access to the SSF. ESSM will grant access to the SSF after ensuring the individual is listed on the current access list.		<input type="checkbox"/>	
a) Individuals listed on the access list will display their badge.		<input type="checkbox"/>	
b) Individuals must display all badges above the waist and in clear view at all times.		<input type="checkbox"/>	

	RSAF Supply	ESSM	CSCS
10.2.3 ESSM retrieves access key from high security, combination safe.		<input type="checkbox"/>	
10.2.4 ESSM notifies CSCS of intent to open SSF.		<input type="checkbox"/>	<input type="checkbox"/>
a) CSCS ensures sensors and alarms are turned off during SSF access.		<input type="checkbox"/>	<input type="checkbox"/>
10.2.5 ESSM opens SSF.		<input type="checkbox"/>	
10.3 CCA Exchange Procedures			
10.3.1 RSAF CCAFLC gives CCA needing to be exchanged to ESSM.	<input type="checkbox"/>	<input type="checkbox"/>	
10.3.2 ESSM documents incoming CCA		<input type="checkbox"/>	
a) NSN		<input type="checkbox"/>	
b) P/N		<input type="checkbox"/>	
c) Serial number		<input type="checkbox"/>	
d) Aircraft tail number from which CCA is returning		<input type="checkbox"/>	
10.3.3 ESSM secures incoming CCA in storage.		<input type="checkbox"/>	
10.3.4 ESSM identifies outgoing CCA.		<input type="checkbox"/>	
10.3.5 ESSM documents outgoing CCA		<input type="checkbox"/>	
a) NSN		<input type="checkbox"/>	
b) P/N		<input type="checkbox"/>	
c) Serial number		<input type="checkbox"/>	
d) Aircraft tail number to which CCA is going		<input type="checkbox"/>	
10.3.6 ESSM removes outgoing CCA from storage.		<input type="checkbox"/>	
10.3.7 ESSM gives outgoing CCA to RSAF CCAFLC.		<input type="checkbox"/>	
10.4 SSF Exit Procedures			
10.4.1 After outgoing CCA is handed off, ESSM will secure the SSF.		<input type="checkbox"/>	
a) SSF doors closed and padlocks secured.		<input type="checkbox"/>	
b) Verify with CSCS that alarms and sensors are engaged and operational		<input type="checkbox"/>	<input type="checkbox"/>
c) Account for all personnel before leaving the area.		<input type="checkbox"/>	
d) Return key to high security, combination safe.		<input type="checkbox"/>	

11.0 CCA CHECKLIST FOR PLANNED DEPLOYMENT LOCATION INSIDE AND OUTSIDE KSA (NOT AT A RSAF Airfield).

This checklist is part of the Critically Controlled Assets Security Standard Operating Procedure for RSAF Deployed Air Operation out of an airfield that does not have a USAF certified CCA SSF. Please refer to the Standard Operating Procedures for definitions of terms and acronyms in this checklist. This checklist will be run when the RSAF is deployed at an airfield located inside or outside KSA, no USAF certified CCA SSF located at the airfield, and an unserviceable asset on the deployed aircraft. . The primary users for this checklist are RSAF Maintenance Personnel, ESSMA, ESSM . When completing items on the checklist, use initials to identify person accomplishing item.

Date Checklist Executed: _____

Accountable ESSM: _____

11.1 RSAF Officer in Charge (OIC) of Aircraft Deployment Notifies ESSMA of Upcoming Deployment for the development of a contingency plan to deliver CCA items needed during the deployment and to maintain the security requirements during delivery and return of CCA items.	RSAF OIC for Deployed Aircraft	ESSMA	ESSM	CCA Courier
11.1.1 Officer in charge of deployed aircraft is responsible for ensuring security of aircraft 24/7 at deployed location. No unauthorized personnel should have access to any RSAF aircraft at any time.	<input type="checkbox"/>	<input type="checkbox"/>		
11.1.2 If Maintenance Identifies an Unserviceable CCA Item on the F-15SA at Deployed Airfield Location the RSAF OIC for deployed aircraft has two options. Option (1). Fly in replacement aircraft and fly the partial mission aircraft home or fly the aircraft home with the main body after the deployment. Option (2). Fly in serviceable CCA to the deployment location by RSAF military air which requires a US citizen with secret clearance to escort CCA aboard the military aircraft.	<input type="checkbox"/>			
11.1.3 Officer in charge of deployment notifies ESSMA of unserviceable CCA item and address which option he has selected in order to get the aircraft back to 100 percent mission capable or swap the aircraft out.	<input type="checkbox"/>			
11.1.4 If OIC of deployed aircraft decides Option 1 to <u>swap out the aircraft</u> , the ESSMA will notify the ESSM/CCA Courier at the squadron's home base the expected arrival time of the aircraft with the unserviceable asset. The procedures in paragraph 7.0 SSF entry for exchange of CCA unserviceable asset will be followed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1.5 If the OIC of deployed aircraft selects Option 2, <u>Fly in a serviceable CCA to the deployment location</u> . The OIC will coordinate the following with the RSAF at home base and provide to the ESSMA the following information.	<input type="checkbox"/>	<input type="checkbox"/>		
a) Date and time (L) the ground transportation will pick up the serviceable CCA item.	<input type="checkbox"/>	<input type="checkbox"/>		

	RSAF/ OIC for Deployed Aircraft	ESSMA	ESSM	CCA Courier
b) Date and time the military aircraft will load the CCA item aboard the military transport.	<input type="checkbox"/>	<input type="checkbox"/>		
c) Estimated take off time of the military transport	<input type="checkbox"/>	<input type="checkbox"/>		
d) ETA to deployed location	<input type="checkbox"/>	<input type="checkbox"/>		
e) Estimated take off time to return to ESSMs home base.	<input type="checkbox"/>	<input type="checkbox"/>		
f) Estimated arrival of military transport to home base KSA.	<input type="checkbox"/>	<input type="checkbox"/>		
g) Date and time ground transportation will be available to transport unserviceable asset back to the CCA SSF.	<input type="checkbox"/>	<input type="checkbox"/>		
11.1.6 ESSMA will pass to OIC of deployed aircraft the name of the CCA escort. The ESSMA will pass on the information the OIC of deployed aircraft provided to the ESSM/CCA Courier.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.2 ESSM/ CCA Courier will follow checklist procedures under 8.0 “SSF Entry and CCA Transfer to CCA Courier for Transportation.			<input type="checkbox"/>	<input type="checkbox"/>
11.3 CCA Courier will travel with CCA in sight to military aircraft loading area.				<input type="checkbox"/>
11.4 CCA Courier will watch loading of the CCA and board aircraft when once the item is secured and doors closed.	<input type="checkbox"/>			<input type="checkbox"/>
11.5 CCA will call ESSMA the aircraft departure time.				<input type="checkbox"/>
11.6 Upon arrival at the deployed airfield the CCA Courier will sign over the serviceable CCA to the RSAF.	<input type="checkbox"/>			<input type="checkbox"/>
11.7 The CCA Courier will sign for the unserviceable CCA item.				<input type="checkbox"/>
11.8 The CCA Courier will notify ESSMA and ESSM the departure time of the aircraft from the deployed location and provide the ETA.		<input type="checkbox"/>		<input type="checkbox"/>
11.9 Upon arrival at home base the CCA Courier will call the ESSMA and ESSM .		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.10 CCA Courier will watch unloading of CCA item from the aircraft to the ground transportation.				<input type="checkbox"/>
11.11 CCA Courier will keeps CCA on ground transportation in sight until secure in the CCA SSF.				<input type="checkbox"/>
11.12 Upon Arrival CCA SSF the CCA Courier and ESSM follow Checklist 7.2 “SSF Entry Procedures of this SOP”.			<input type="checkbox"/>	<input type="checkbox"/>

12.0 CCA COURIER CHECKLIST FOR GROUND VEHICLE BREAKDOWN IN TRANSIT

This checklist is part of the Critically Controlled Asset Security Standard Operating Procedure for RSAF operations. Please refer to the Standard Operating Procedures for definitions of terms and acronyms in this checklist. This checklist is to ensure safe transportation of CCA and facilitate appropriate accountability IAW SSA. This checklist will be run when CCA being transported within KSA via ground based vehicle is disabled. The primary role players for this checklist are the CCA Couriers and ESSMA. ESSMA will verify the operations are being executed in accordance with the checklist. When completing items on the checklist, use initials to identify person accomplishing item.

Date Checklist Executed: _____

Accountable ESSM: _____

	CCA Courier	ESSMA
12.1 CCA Courier notify ESSMA of disabled vehicle location and nature of problem	<input type="checkbox"/>	
12.1.2 Maintain accountability of CCA while ESSMA coordinates recovery plan	<input type="checkbox"/>	
12.2 ESSMA contact RSAF Logistics and coordinate for replacement truck to pick up CCA		<input type="checkbox"/>
12.3 ESSMA determine if replacement CCA Courier is needed and dispatch replacement if required		<input type="checkbox"/>

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13.0 CCA COURIER CHECKLIST FOR CARGO AIRCRAFT DIVERT IN TRANSIT

This checklist is part of the Critically Controlled Asset Security Standard Operating Procedure for RSAF operations. Please refer to the Standard Operating Procedures for definitions of terms and acronyms in this checklist. This checklist is to ensure safe transportation of CCA and facilitate appropriate accountability IAW SSA. This checklist will be run when CCA being transported within KSA via aircraft divers. The primary role players for this checklist are the CCA Couriers and ESSMA. ESSMA will verify the operations are being executed in accordance with the checklist. When completing items on the checklist, use initials to identify person accomplishing item.

Date Checklist Executed: _____

Accountable ESSM: _____

	CCA Courier	ESSMA	N/A
13.1 CCA Courier notify ESSMA of aircraft divert location	<input type="checkbox"/>		
<p>13.1.1 Determine appropriate course of action based on estimated time of departure and assessment of whether to leave CCA on aircraft, coordinate for alternative transportation or seek local storage. The following options are available:</p> <p>1) If divert delay is going to be short, CCA Courier should stay with aircraft until it departs and delivers CCA to destination SSF. See 10.2.</p> <p>2) If divert delay is going to be long, ESSMA can coordinate for alternative transportation with RSAF Logistics. This would most likely require a replacement CCA Courier as the original CCA Courier will have been constantly accounting for transitory CCA for significant time when the alternative transportation arrives to resume CCA movement. See 10.3.</p> <p>3) If divert delay is going to be long and no alternative transportation is available and there is a local SSF available, the transitory CCA may be stored there. See 10.4.</p> <p>4) If divert delay is going to be long and no immediate alternative transportation is available or desired and a local SSF does not exist, the ESSMA must coordinate for soonest possible alternative transportation and dispatch relief CCA Courier to assist in monitoring until transitory CCA can be moved by either the original aircraft or alternative transportation. See 10.3.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
11.2 If CCA Courier can reasonably maintain accountability during short term divert and continue CCA Courier responsibilities until arrival at destination SSF, then CCA Courier maintains accountability through delivery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.3 If CCA Courier cannot reasonably maintain accountability during long term divert and alternative transportation can be coordinated, execute 10.3a-c		<input type="checkbox"/>	<input type="checkbox"/>

	CCA Courier	ESSMA	N/A
a) ESSMA coordinates with RSAF Logistics to arrange alternate ground or air transportation.		<input type="checkbox"/>	<input type="checkbox"/>
b) ESSMA coordinates for relief CCA Courier, if practical, to assume accounting responsibilities and dispatches him.		<input type="checkbox"/>	<input type="checkbox"/>
c) ESSMA communicates new game plan to CCA Courier.		<input type="checkbox"/>	<input type="checkbox"/>
13.4: If CCA Courier cannot reasonably maintain accountability during long term divert, no alternate transportation is available and there is a local SSF, execute 10.4a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) ESSMA contact local ESSM to store transitory CCA in SSF.		<input type="checkbox"/>	<input type="checkbox"/>
1) Ensure local ESSM arrange for transportation of transitory CCA from aircraft to SSF.		<input type="checkbox"/>	<input type="checkbox"/>
2) Upon arrival of transitory CCA at SSF, reference checklist 12.0 CCA Transfer From CCA Courier to ESSM for storage.	<input type="checkbox"/>		<input type="checkbox"/>
13.5: If CCA Courier cannot reasonably maintain accountability during long term divert, no immediate alternate transportation is available and there is no local SSF, execute 10.5a-b	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) ESSMA must coordinate for relief CCA Courier to be dispatched to divert location		<input type="checkbox"/>	<input type="checkbox"/>
1) Upon arrival, relief CCA Courier will coordinate with original CCA Courier to determine monitoring shifts to maintain 24-hour accountability of transitory CCA	<input type="checkbox"/>		<input type="checkbox"/>
b) ESSMA will coordinate for alternate transportation as soon as possible and communicate anticipated timeline to in place CCA Couriers		<input type="checkbox"/>	<input type="checkbox"/>

14.0 F-15SA DIVERT PROCEDURES

This checklist is part of the Critically Controlled Assets Security Standard Operating Procedure for RSAF operations. Please refer to the Standard Operating Procedures for definitions of terms and acronyms in this checklist. This checklist is to ensure CCA security monitoring operations in place during an unplanned F-15SA divert. The primary users for this checklist are ESSMs and ESSMA. USG ESSMs will verify the operations are being executed in accordance with the checklist.

Date Checklist Executed: _____

Accountable ESSM: _____

	RSAF Supply	Originating base ESSM	ESSMA	Divert base ESSM
14.1 RSAF Notifies Originating base ESSM of unplanned F-15SA divert	<input type="checkbox"/>	<input type="checkbox"/>		
a) Aircraft tail numbers	<input type="checkbox"/>	<input type="checkbox"/>		
b) Name/rank of all diverting pilots and WSOs	<input type="checkbox"/>	<input type="checkbox"/>		
c) Divert location	<input type="checkbox"/>	<input type="checkbox"/>		
d) Estimated time of arrival at divert location	<input type="checkbox"/>	<input type="checkbox"/>		
e) Estimated time of delay at divert location	<input type="checkbox"/>	<input type="checkbox"/>		
f) If divert is nonmilitary, RSAF Air Police dispatch plan	<input type="checkbox"/>	<input type="checkbox"/>		
1) Location from where RSAF Air Police are to be dispatched	<input type="checkbox"/>	<input type="checkbox"/>		
2) Time when RSAF Air Police will arrive at aircraft	<input type="checkbox"/>	<input type="checkbox"/>		
14.2 Originating base ESSM contact ESSMA and pass divert plan as outlined in 13.1		<input type="checkbox"/>	<input type="checkbox"/>	
14.2.1 ESSMA record diverted aircraft information on Eskan monitoring facility 18.0 Diverted Aircraft Log			<input type="checkbox"/>	
14.2.2 If divert location has SSF, ESSMA notify local ESSM of aircraft arrival and pass divert plan as outlined in 16.1			<input type="checkbox"/>	<input type="checkbox"/>
a) Originating and Divert base ESSMs record diverted aircraft information onto 18.0 Diverted Aircraft Log		<input type="checkbox"/>		<input type="checkbox"/>
14.2.3 If divert location does not have SSF, Originating base ESSM record diverted aircraft information onto 18.0 Diverted Aircraft Log		<input type="checkbox"/>		
14.3 RSAF Supply notify originating base ESSM of divert aircraft takeoff for return to originating base	<input type="checkbox"/>	<input type="checkbox"/>		
14.3.1 Originating base ESSM update 18.0 Diverted Aircraft Log as aircraft return to originating base		<input type="checkbox"/>		
14.3.2 Originating base ESSM update ESSMA as appropriate when aircraft return to originating base		<input type="checkbox"/>	<input type="checkbox"/>	

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15.0 RSAF AIR POLICE PATROL LOG TEMPLATE

Security Forces personnel signing below have read and understand Critically Controlled Assets Security Standard Operating Procedures.

Printed Names/Rank of Air Police Patrol	Date/Time of Patrol	Incidents	Signatures

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16.0 CCA SIGN IN/OUT LOG TEMPLATE

This log is used to manually track CCA that is signed out from a SSF for ESSM record keeping.

Date/Time	Printed ESSM Name	NSN, P/N, Serial #	Destination/ Coming from	Reason	Signature

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17.0 RSAF APPROVED CCAFLC LIST

This log is used to provide ESSM names of approved Critically Controlled Asset Flight Line Couriers.

Name/Rank of CCAFLC	Training Date	Supervisor's Name/Rank

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CRITICALLY CONTROLLED ASSET TRANSFER HAND RECEIPT			
ISSUED TO: SIGNATURE		DATE/TIME:	ISSUED BY: SIGNATURE
ISSUED TO: NAME, GRADE		ISSUED BY: NAME, GRADE	
RSAF LOGISTICS OFFICER: NAME, RANK, CONTACT PHONE NUMBER/E-MAIL:			
TRANSPORTATION VEHICLE: (AIRCRAFT TYPE, TAIL NUMBER/TRUCK LICENSE PLATE)			
ITEM DESCRIPTION:	SERIAL NO:	NSN:	P/N:
ENSURE BOTH ISSUER AND RECIPIENT RECEIVE IDENTICAL HAND RECEIPTS HAND RECEIPT MUST BE RETAINED BY ISSUER AND RECIPIENT FOR 1 YEAR			

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19.0 F-15SA DIVERT AIRCRAFT LOG

F-15SA Divert Aircraft Log		
Aircraft tail number(s):	Originating/Divert bases:	Date/Time of Departure for Return:
Once all aircraft on log have returned to originating base, this log no longer must be retained		

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AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. 01	3. EFFECTIVE DATE 7/18/2016	4. REQUISITION/PURCHASE REQ. NO	5. PROJECT NO. (If applicable)
6. ISSUED BY GSA Federal Acquisition Services 10 Causeway Street Room 1075 Boston MA 02222	CODE	7. ADMINISTERED BY (IF OTHER THAN ITEM 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State, and Zip Code)		<input type="checkbox"/>	9A. AMENDMENT OF SOLICITATION NO. ID01150103
			9B. DATED (SEE ITEM 11)
		<input type="checkbox"/>	10A. MODIFICATION OF CONTRACT/ORDER NO.
CODE:	FACILITY CODE:		10B. DATED (SEE ITEM 11)
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS			

☐ The above numbered, solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☒ is extended ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers, FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If Required)

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO., AS DESCRIBED IN ITEM 14**

<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43,103 (b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is NOT ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible. Task Order Request for Proposal No, ID01150131, OASIS POOL 1 is hereby modified as follows:

Questions and Answers which addresses all questions is hereby attached, Attachment 1.

See Continuation Sheet for other changes 1-20

As a result of this amendment, the closing date is extended to: Thursday August 4, 2016 at 10:00 AM

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER		16A. NAME AND TITLE OF CONTRACTING OFFICER Kimberly Yates	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

INSTRUCTIONS

Instructions for items other than those that are self-explanatory, are as follows:

(a) Item 1 (Contract ID Code). Insert the contract type identification code that appears in the title block of the contract being modified.

Item 3 (Effective date)

- (1) For a solicitation amendment, change order, or administrative change, the effective date shall be the issue date of the amendment, change order, or administrative change.
- (2) For a supplemental agreement, the effective date shall be the date agreed to by the contracting parties.
- (3) For a modification issued as an initial or confirming notice of termination for the convenience of the Government, the effective date and the modification number of the confirming notice shall be the same as the effective date and modification number of the initial notice.
- (4) For a modification converting a termination for default to a termination for the convenience of the Government, the effective date shall be the same as the effective date of the termination for default.
- (5) For a modification confirming the contacting officer’s determination of the amount due in settlement of a contract termination, the effective date shall be the same as the effective date of the initial decision.

Item 6 (Issued By). Insert the name and address of the issuing office. If applicable, insert the appropriate issuing office code in the code block.

Item 8 (Name and Address of Contractor). For modifications to a contract or order, enter the contractor’s name, address, and code as shown in the original contract or order, unless changed by this or a previous modification.

Item 9. (Amendment of Solicitation No. – Dated) and 10. (Modification of Contract/Order No.-Dated). Check the appropriate box and in the corresponding blanks insert the Number and date of the original solicitation, contract, or order.

Item 12 (Accounting and Appropriation Date). When appropriate, indicate the impact of the modification on each affected accounting classification by inserting one of the following entries.

- (1) Accounting classification.....
Net Increase \$.....
- (2) Accounting classification
Net Decrease \$.....

NOTE: If there are changes to multiple accounting classifications that cannot be placed in block 12, insert an asterisk and the words “See continuation sheet.”

Item 13. Check the appropriate box to indicate the type of modification. Insert in the corresponding blank the authority under which the modification is issued. Check whether or not contractor must sign this document. (See FAR 43.103).

Item 14 (Description of Amendment/Modification).

(1) Organize amendments or modifications under the appropriate Uniform Contract Format (UCF) section headings from the applicable solicitation or contract. The UCF table of contents, however, shall not be set forth in this document.

(2) Indicate the impact of the modification on the overall total contract price by inserting one of the following entries:

- (i) Total contract price increased by \$.....
- (ii) Total contract price decreased by \$.....
- (iii) Total contract price unchanged.

(3) State reason for modification.

(4) When removing, reinstating, or adding funds, identify the contract items and accounting classifications.

(5) When the SF 30 is used to reflect a determination by the contracting officer of the amount due in settlement of a contract terminated for the convenience of the Government, the entry in Item 14 of the modification may be limited –

- (i) A reference to the letter determination; and
- (ii) A statement of the net amount determined to be due in settlement of the contract.

(6) Include subject matter or short title of solicitation/contract where feasible.

Item 16B. The contracting officer’s signature is not required on solicitation amendments. The contracting officer’s signature is normally affixed last on supplemental agreements.

Amendment 01 Continuation Sheet

1. , Page 25, Paragraph 8.2.1.3 Volume II (Price Proposal) Requirements, delete the following sentence:
“The price proposal will show the build-up of the CLIN 0001 Services Base and all options using the hourly rates as established by the contractor’s OASIS Pool 1 contract and any discounts from the contractor’s OASIS Pool 1 contract”.

2. Page 26 , delete the following paragraph:

“Discounted Rates. In an effort to receive the highest quality solution at the lowest possible price the Government requests all available discounts on services offered by contractor for this requirement. Contractor is encouraged to offer discounts below contract rates. When discounts are offered, price proposal shall clearly identify both the contract and the discount price for each labor rate being discounted.”

3 On page 26, in the paragraph beginning with “Per Section H of the IDIQ”, delete the following sentence
“A copy of the offerors OASIS Pool 1 contract and its pricing schedule will be included in the price proposal for verification by the Government.”

4. On Page 25, Paragraph 8.2.1.3 Volume II (Price Proposal) Requirements, second paragraph with the sentence beginning with “The price proposal will contain...” delete the sentence:

The price proposal will show the build-up of the CLIN 0001 Services Base and all options using the hourly rates as established by the contractor’s OASIS Pool 1 contract TO RFP No. ID01150103 and any discounts from the contractor’s OASIS Pool 1 contract.

5. On page 26, in the paragraph beginning with “Per Section H of the IDIQ”, delete the sentence:

“A copy of the offerors OASIS Pool 1 contract and its pricing schedule will be included in the price proposal for verification by the Government.”

6. On page 14, paragraph 4.1 CDRLS, change:

FROM: Upon receipt of Government comments, the contractor will provide the final revised CDRL according to a schedule provided by the Government. “

TO: Upon receipt of Government comments (on or before 10 calendar days), the contractor will provide the final revised CDRL according to a schedule provided by the Government. “

7. On page 8 , under Section 3.2.2.2.9 Add the following sentence. c

Necessary purchase of spares/repairs will be identified.

8.. On page 9, Section 3.2.2.2.19 Change

FROM: The contractor shall notify the USMTM and USG of system failures and service disruptions. The contractor shall troubleshoot the IDS system/network and provide the following information:

TO: The contractor shall notify the USMTM and USG of system failures and service disruptions. The contractor shall troubleshoot the IDS system/network in conjunction with STC/DCIT and provide the following information

9. Replace the Table on Page 10 with the following table:

ESSM Manning Note: Number of personnel is subject to change		
Base Year		
Location		Projected Number of Personnel
Eskan Village		5
Eskan Village		1
Tabuk – KFAB		0
Dhahran – KAAB		0
Khamis – KKAB		1
Al Kharj-PSAB		0
Taif- PAAB		1
		Estimated Total = 8
Option 1		
Location		Projected Number of Personnel
Eskan Village		6
Riyadh		1
Tabuk – KFAB		1
Dhahran – KAAB		0
Khamis – KKAB		1
Al Kharj-PSAB		0
Taif- PAAB		1
		Estimated Total = 10
Option 2		
Location		Projected Number of Personnel
Eskan Village		6
Riyadh		1
Tabuk – KFAB		1
Dhahran – KAAB		0
Khamis – KKAB		1
Al Kharj-PSAB		0

Taif- PAAB		1
		Estimated Total = 10
Option 3		
Location		Projected Number of Personnel
Eskan Village		6
Riyadh		1
Tabuk – KFAB		1
Dhahran – KAAB		1
Khamis – KKAB		1
Al Kharj-PSAB		0
Taif- PAAB		1
		Estimated Total = 11
Option 4		
Location		Projected Number of Personnel
Eskan Village		6
Riyadh		1
Tabuk – KFAB		2* tentative increase
Dhahran – KAAB		1
Khamis – KKAB		1
Al Kharj-PSAB		0
Taif- PAAB		1
		Estimated Total = 12*

10, On Page 20, under Paragraph 7.1.3 DFAR Provisions and Clauses Incorporated by Reference, delete in its entirety:

252.225-7995, Contractor Personnel Performing In The United States Central Command Area Of Responsibility (Deviation 2015-O0009)(Jan 2015)

11. On page 7, under Section 3.2.2.2.7 Change

FROM: The contractor shall document and report maintenance records, active, false, and nuisance alarms monthly to RSAF - Air Police, Central Security Control Station (CSCS), and RSAF - Armament and Munitions Director, USMTM.

TO: The contractor shall document and report maintenance records, active, false, and nuisance alarms monthly to the ESSM/A or his/her designee, RSAF - Air Police, Central Security Control Station (CSCS), and RSAF - Armament and Munitions Director, USMTM.

12 Attch 3, CCA SOP Change page Page 7 Section 5.1.1

FROM "A SSF Access List must be developed and maintained by the local RSAF Supply Squadron Commander and the on-site ESSM."

TP: A SSF Access List must be developed and maintained by the local RSAF Supply Squadron Commander and the on-site ESSM as well as the ESSM/A or his/her designee.

13. Attch 3, CCA SOP Change Page 13 Section 6.2. Change

FROM: This facility has five designated ESSMs whose responsibilities are limited to local storage and accountability of CCA at the CIF itself."

TO: This facility has one designated ESSMs whose responsibility is limited to local storage and accountability of CCA at the CIF itself. ESSM/A or his/her designee can and may be designated ESSM's from ESKAN to the CIF facility, Dhahran(KAAB) and Al Khari (PSAB) as needed.

14. On page 7, Section 3.2.2.2.2 Change

FROM: The contractor shall have personnel available 24/7/365 on one-hour notice (2 hour as a maximum or as conditions dictate) for the opening of storage facilities, escorting of assets and inventory actions according to the relevant SOP direction. The contractor shall have a minimum of 2 personnel manning the Eskan oversight location 24/7/365.

TO: The contractor shall have personnel available 24/7/365 on one-hour notice (2 hour as a maximum or as conditions dictate) for the opening of storage facilities, escorting of assets and inventory actions according to the relevant SOP direction. The contractor shall have a minimum of 2 personnel manning the Eskan oversight location 24/7/365. ESSM/A or his/her designee can and may be designated ESSM's from ESKAN to the CIF facility, Dhahran(KAAB) and Al Khari (PSAB) as needed.

15. Section 2.0. CONTRACT LINE ITEMS (CLINS) AND CONTRACT TYPE BY CLIN IS HEREBY CHANGED

TO:

BASE PERIOD PRICES

CLIN 0001 Services (FFP) \$_____ Total Firm Fixed Price:

CLIN 0002 Ancillary Support (Cost-reimbursable (CR)) \$_____ Total Ceiling Price

CLIN 0003 Data Not Separately Priced (NSP) \$ _____

Total Base Price CLINs 0001 – 0004 \$ _____

CLIN 0004 Contract Access Fee (CAF)

(Not to Exceed (NTE)) * \$ _____ Total Ceiling Price

TOTAL BASE PERIOD PRICE \$ _____

(CLIN 0001 – 0004)

OPTION 1 PRICES

CLIN 1001 Services (FFP) \$ _____ Total Firm Fixed Price:

CLIN 1002 Ancillary Support (CR) \$ _____ Total Ceiling Price

CLIN 1003 Data NSP \$ _____

Total Price CLINs 1001 – 1003 \$ _____

CLIN 1004 Contract Access Fee (CAF)

(Not to Exceed (NTE)) * \$ _____ Total Ceiling Price

TOTAL OPTION 1 PRICE \$ _____

(CLIN 1001 – 1004)

OPTION 2 PRICES

CLIN 2001 Services (FFP) \$ _____ Total Firm Fixed Price:

CLIN 2002 Ancillary Support (CR) \$_____ Total Ceiling Price

CLIN 2003 Data NSP \$_____

Total Price CLINs 2001 – 2003 \$_____

CLIN 2004 Contract Access Fee (CAF)

(Not to Exceed (NTE)) * \$_____ Total Ceiling Price

TOTAL OPTION 2 PRICE \$_____

(CLIN 2001 – 2004)

OPTION 3 PRICES

CLIN 3001 Services (FFP) \$_____ Total Firm Fixed Price:

CLIN 3002 Ancillary Support (CR) \$_____ Total Ceiling Price

CLIN 3003 Data NSP \$_____

Total Base Price CLINs 3001 – 3003 \$_____

CLIN 3004 Contract Access Fee (CAF)

(Not to Exceed (NTE)) * \$_____ Total Ceiling Price

TOTAL OPTION 3 PRICE \$_____

(CLIN 3001 – 3004)

OPTION 4 PRICES

CLIN 4001 Services (FFP) \$_____ Total Firm Fixed Price:

CLIN 4002 Ancillary Support (CR) \$_____ Total Ceiling Price

CLIN 4003 Data NSP

Total Base Price CLINs 4001 – 4003 \$_____

CLIN 4004 Contract Access Fee (CAF)

(Not to Exceed (NTE)) * \$_____ Total Ceiling Price

TOTAL OPTION 4 PRICE \$_____

(CLIN 4001 – 4004)

TOTAL ORDER PRICE BASE & ALL OPTIONS \$_____

16. On Page 26, Section 8.2.1.3 change the first two paragraphs

FROM: The price proposal will contain the price for completing all order requirements on a Firm-Fixed Price (FFP) basis for CLIN 0001 Services, on a Cost Reimbursable basis for CLIN CLIN 0003 Ancillary Support and CLIN 0004 Data is Not Separately Priced (NSP). CLIN 0005 CAF is ceiling price based on % of the total of CLIN 0001 through CLIN 0004. The price proposal will show the build-up of the CLIN 0001 Services Base and all options using the hourly rates as established by the contractor's OAS Pool 1 contract and any discounts from the contractor's OAS Pool 1 contract. The price proposal will show the estimated cost ceiling for CLINs 0002 – 0004 (Base and all options).

Note that ID01150103 Pricing Spreadsheet contains a stipulated amount for CLIN 0002 Travel/ Other Direct Costs that the Government anticipates the Offeror will incur during performance and as directed by the Government for the base and four option years. The figure provided is an estimate, and is subject to change, based upon the precise needs of the Government.

TO: The price proposal will contain the price for completing all order requirements on a Firm-Fixed Price (FFP) basis for CLIN 0001 Services and on a Cost Reimbursable basis for CLIN 0002 Ancillary Support. CLIN 0003 Data is Not Separately Priced (NSP). CLIN 0004 CAF is ceiling price based on % of the total of CLIN 0001 through CLIN 0003. The price proposal will show the estimated cost ceiling for CLINs 0002 – 0004 (Base and all options).

The Offeror shall detail its computation and application of Ancillary Costs. The Offeror shall detail ancillary and budgetary data necessary to support and compel a finding of the reasonableness of the proposed ancillary Costs. At a minimum, the Offeror shall explain the basis or bases for the ancillary Costs and a compelling explanation for the application of the ancillary Costs to the Cost/Price for completing the Contract resulting from this Solicitation.

17, On Page 27,

FROM: Price. The Government will evaluate price proposal for award purposes by adding the total price for all options to the total price for the basic requirement. The stipulated amounts for CLIN 0002 will be used for all offerors for evaluation purposes. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s). The proposed price will be analyzed for reasonableness to determine whether it is realistic for the work to be performed; reflects a clear understanding of the requirements; and is consistent with the offeror's technical proposal.

TO: Price/Cost.

The contracting officer will establish a price for the task order using the policies and methods in Subpart [15.4](#). The Government will evaluate the Offeror's Costs for CLIN 0002 for completeness and compliance with the instructions, price reasonableness, and cost realism. Cost proposals will not be scored, ranked, nor rated. The proposed costs and price also will be compared with the Independent Government Cost Estimate (IGCE). The Government will evaluate the realism of the proposed cost for CLIN 0002. For the cost to be realistic, it must reflect what it would cost the Offeror to perform the requirements of the Contract with reasonable economy and efficiency.

The Government will use the cost realism analysis to evaluate the risk of performance associated with the Offeror's technical (non-cost) proposal. Cost realism will also determine the most probable cost ("Most Probable Cost" or "MPC") of the Offeror. The Most Probable Cost will be determined by adjusting the Offeror's proposed cost for CLIN 0002 when appropriate, to reflect any additions or reductions in the specific cost elements based on the results of the cost realism analysis. The Most Probable Cost may differ from the proposed cost and will reflect the Government's best estimate of the cost of the contract that is most likely to result from the Offeror's Proposal. The Most Probable Cost shall be used for purposes of the evaluation to determine the best value

The Government will evaluate price/cost proposal for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s). The proposed price/cost will be analyzed for reasonableness to determine whether it is realistic for the work to be performed; reflects a clear understanding of the requirements; and is consistent with the offeror's technical proposal.

18. On Page, under Section 2.1 Travel, add to the bottom the following paragraph:

The Contractor shall submit travel costs on their monthly invoices within 30 days of travel. Travel shall be conducted and will be reimbursed in accordance with *FAR 31.205-46 – Travel Costs*. The Contractor is not entitled to fee (profit) on the cost of travel.

19. Attachment 1, Pricing Spreadsheet Rev 1 hereby replaces the original Pricing Spreadsheet.

20. As a result of this amendment, the closing date is extended to: Thursday August 4, 2016 at 10:00 AM

Questions and Answers #1

RFP Reference: 3.0 Description of Services/Scope of Work, paragraph 3.1. p. 6

Question: Is there a list of approved or recommended housing for the other 5 sites?

Answer: No

RFP Reference: 3.0 Description of Services/Scope of Work, paragraph 3.1. p. 6

Question: Do the ESSM personnel need to be Security + (1) or Network + certified (2) to be able to touch the network equipment? (3) Does DoD standard 8570 apply in Saudi?

Answer: (1) No (2) No (3) No

RFP Reference: 3.2.2.2. Technical Requirements, paragraph 3.2.2.2.2, p. 8

Question: (1) Is the spare equipment required on this contract included in the travel/ODC Government provided plug number?

(2) If not will those equipment costs be covered under a cost reimbursable CLIN?

(3) Will the Government provide a list of spare equipment?

Answer: (1) See Amendment (2) Yes (3) No

RFP Reference: 3.2.2.2. Technical Requirements, paragraph 3.2.2.2.2.11, p. 8

Question: (1) Will the course provided by DTSA count as certified for IDS or (2) is additional training required?

Answer: (1) This section references a system certification, not a course, and it does not pertain to ESSM personnel "As per the security agreement with the United States Government and the Kingdom of Saudi Arabia, an initial certification of the IDS will be performed by the Defense Technology Security Administration (DTSA)."

(2) No

RFP Reference: 3.0 PWS

Question: Is the intent for the ESSM at Eskin Village to trouble shoot the network from the Headend to the WAN connection only? The forward sites i.e. Ta'if and Khamis are connected to Eskin via STC.

Answer: The intent is for the ESSMs to trouble shoot and identify all issues with the system and network. ESSMs are expected to work with STC/DCIT to identify and resolve all system and network issues. See Amendment Paragraph 8

RFP Reference: 3.0

Question: Is the ESSM also responsible for the WAN connection between Eskin Village and the forward sites?

Answer: No, The ESSM is not responsible for this connection. However, they must work with DCIT/STC in order to meet the system/network trouble shooting requirements.

RFP Reference: 3.0

Question: Please confirm that the Network Engineer is the only key personnel.

Answer: Confirmed

RFP Reference: 3.0

Question: (1)Can we assume ESSM's supporting Eskan Village will be housed on Eskan at no cost? (2)If not is that number already included in the ODC plug number? (3) If so can we assume that all housing costs at all locations are included in that plug number?

Answer: (1)Yes, ESSMs that are stationed at Eskan will be provided housing (2) NA (3) NA

RFP Reference: 3.0

Question: Will the Government assist the contractor in finding secure housing at Taif and Khamis?

Answer: No, but the government can provide the name of housing that is currently being utilized

RFP Reference: Solicitation, Para 3.1

Question: Please confirm that all costs associated with housing, meals, telephones and transportation will be billed against the Cost Reimbursable Travel/ODC CLIN and included in the plug figure provided by the Government.

Answer: Confirmed

RFP Reference: Solicitation

Question: Please review and revise tentative start dates for the positions in these tables for each contract period as the Base Year has positions starting in the past (i.e. January 2016).

Answer: See Amendment Paragraph 9

RFP Reference: Solicitation, paragraph 4.2 Quality Assurance Plan

Question: In this section, the Government refers to due dates with references to both calendar and workdays. We request that the Government revise dates to all calendar days.

Answer: Bid as specified.

RFP Reference: Solicitation, 8.2.1.3 Volume II (Price Proposal) Requirements

Question: This section contains the following statement "The price proposal will show the build-up of the CLIN 0001 Services Base and all options using the hourly rates as established by the contractor's OASIS Pool 1 contract and any discounts from the contractor's OASIS Pool 1 contract". Please remove this statement because the established hourly rates originally proposed by contractors only apply to sole source T&M Task Orders.

Answer: The statement is removed, See Amendment, Paragraph 1

RFP Reference: solicitation, page 26

Question: Please remove this paragraph from the solicitation as it does not apply: "Discounted Rates. In an effort to receive the highest quality solution at the lowest possible price the Government requests all available discounts on services offered by contractor for this requirement. Contractor is encouraged to offer discounts below contract rates. When discounts are offered, price proposal shall clearly identify both the contract and the discount price for each labor rate being discounted."

Answer: Removed as per Amendment Paragraph 2

RFP Reference: Solicitation, page 26

Question: Please remove the requirement since original OASIS pricing table does not apply except for sole source T&M bids.

"A copy of the offerors OASIS Pool 1 contract and its pricing schedule will be included in the price proposal for verification by the Government."

Answer: Removed as per Amendment Paragraph 3

RFP Reference: Solicitation

Question: Please confirm that the ODC/travel plug number provided by the Government is inclusive of all contractor indirect costs (such as material handling, G&A, etc.).

Answer: See Amendment, Paragraphs 15-17

RFP Reference: page 3, 4, 5, section 2 and Attch 1 ID01150103 Pricing Spreadsheet 6.24.16

Question: RFP Attch 1 ID01150103 Pricing Spreadsheet 6.24.16 shows CLIN X002 for Travel/Other Direct Costs however on the RFP page 3, 4 and 5 (section 2) shows the CLIN (X002) for Travel only. Can the Government clarify the plug amount reflecting those CLINs are for Travel and ODC?

Answer: See Amendment, Paragraphs 15-17

RFP Reference: 3.2.2.6 "No contractor shall perform the requirements of this contract in such a manner as to not violate any federal, state, or local laws, ... No work requirements directed in the SOW shall supersede applicable laws and regulations.

Question: Based upon DFAR 252.225-7995, local Saudi labor law must be followed in performance of this contract. Among other requirements, overtime and holiday pay must be paid to contract employees.

To ensure a level playing field, please confirm that the Government will be reviewing all proposals for compliance with local labor law, including Saudi holiday, overtime, and mandatory 21-day vacation requirements. For example, during Ramadan, labor law states the standard work week for all workers, Muslim and non-Muslim, is 36 hours with a maximum of 60 hours. Any hour worked over 36 in a week earns 1.5x. Overtime exemptions are only in force for very high level managers and positions that hold total authority over other workers.

Should the additional overtime pay for Saudi Holidays be included in the labor rates? If not, where should those costs be reflected?

Answer: See Amendment, Paragraph 10

Question The statements below appear in 8.2.1.3 Volume II (Price Proposal) Requirements. These requirements are not compatible with the terms and conditions of the OASIS IDIQ Contracts. The rates in Attachment (2) of the OASIS contracts are "Proprietary Ceiling Rates for Sole-Source T&M and L-H Task Orders". In all other cases, rates are specifically developed and proposed based on the requirements of the OASIS task order solicitation. Unlike GSA Schedules, OASIS contracts do not have pre-established rates or "pricing schedules". Please see the attached email from Mr. Tommy Thomas to all OASIS contract awardees on 30 June 2016.

2nd paragraph: The price proposal will show the build-up of the CLIN 0001 Services Base and all options using the hourly rates as established by the contractor's OAIS Pool 1 contract TO RFP No. ID01150103 and any discounts from the contractor's OASIS Pool 1 contract.

4th paragraph: Contractor is encouraged to offer discounts below contract rates. When discounts are offered, price proposal shall clearly identify both the contract and the discount price for each labor rate being discounted.

6th paragraph: A copy of the offerors OASIS Pool 1 contract and its pricing schedule will be included in the price proposal for verification by the Government.

1. The language regarding providing discounts off of a contractor's pricing schedule is not appropriate under OASIS. Can you please remove all references to OASIS contract rates, hourly rates, discounted rates, etc.?
2. In the 2nd paragraph above, "a build up" of the prices is requested. This is a competitive FFP task order for the primary services CLINs X001. A cost breakout of any kind does not seem appropriate since the Government should use price analysis to determine price reasonableness. This is implied by the discussion of Comparative Analysis in Section 10. Selection and Award. Will you remove the requirement for a build up of prices?
3. Is it really necessary for each offeror to provide a copy of its OASIS Pool 1 contract. All OASIS Unrestricted Pool 1 contracts are identical.

Answer: (1) (2) (3) See Amendment, Paragraphs 15-17

Ref: Section 3.2.2.2.2 Page 7

The language states that "...The contractor shall have a minimum of 2 personnel manning the Eskan oversight location 24/7/365."

Question: (1) Can the Government confirm that the intention of this language is that in the event that ESSM operators are tasked with CCA escort duties, the manning shall not fall below 2 personnel at Eskan? **Question:** (2) If yes, will the Government reimburse the contractor for any necessary overtime?

Answer: (1) Yes (2) Yes

Ref: Section 3.2.2.2.7 Page 7

The language states that "The contractor shall document and report maintenance records, active, false, and nuisance alarms monthly to RSAF - Air Police, Central Security Control Station (CSCS), and RSAF - Armament and Munitions Director, USMTM."

Question: It is our understanding based on review of the SOW and SOPs that the ESSM/A is the central point for the groups mentioned; can the Government confirm that the data is submitted to the ESSM/A, who in turn will be the official interface?

Answer: Yes, See amendment, paragraph 11.

Ref: Section 3.2.2.2.10 Page 8

The language states that "...A minimum supply of spare IDS sensors and components (Cameras, BMS, PIRs, volumetric sensors and other system components) shall be maintained at sites and/or Eskan in order to facilitate rapid system repair and/or replace activities."

Question: (1) Will the Government supply these minimum spares or (2) will they reimburse the contractor for these items?

Answer: (1) No (2) Yes

Ref: Section 4.1 Page 14

The language states that "...Upon receipt of Government comments, the contractor will provide the final revised CDRL according to a schedule provided by the Government. "

Question: Can the Government specify how long after submission may the contractor receive comments?

Answer: 10 Calendar days, See Amendment, Paragraph 6

Ref: Page 3 Section F

The language states "...The lead ESSM at Eskan Village has transportation denial authority if sufficient transportation coordination does not exist and must give approval prior to movement of CCA."

Question: Can the Government confirm that this should read the ESSM/A or his delegate?

Answer: Yes, See Amendment, Paragraph 11

Ref: Page 7 Section 5.1.1

The language states "A SSF Access List must be developed and maintained by the local RSAF Supply Squadron Commander and the on-site ESSM."

Question:)(1) Can the Government confirm that the "on-site ESSM" refers to personnel assigned to Eskan Village or (2) does it mean the ESSM/A or his delegate?

Answer: (1)Confirmed (2) Yes, See Amendment Paragraph 12

Ref: Page 9 Section 5.2. Please refer to sections 1) and 2) language

Question: Can the Government clarify sections b.1) and b.2)? It appears to conflict in b.2) the roles of ESSM/A and ESSM when compared to b.1)

Answer: The ESSM/A will be a government civilian and will be the final say in all things related to CCA and SOW within the scope of this RFQ. They will not be giving direction to ESSMs in conflict with this scope. In case of a conflict the PWS holds.

Ref: Page 11 Section 5.2.2 para d. The language states " CCA couriers will be equipped with a satellite phone and...air transportation."

Question: Can the Government confirm if the Government or RSAF will provide the phones?

Answer: When and if required, theses phones will be provided. It is expected the ESSMs will have cell phones for communication

Ref: Page 12 Section 5.4, The language states "RSAF Logistics will...IAW separate F-15SA CCA Transportation Plan maintained by AFLCMC/WWQI F-15SA."

Question: Can the Government provide a copy of the current plan?

Answer: This plan cannot be provided at this time. The contents of this plan will not change or increase the scope of the ESSM RFQ,. Will be provided at time of award.

Ref: Page 13 Section 6.2. The language states "Conversion Installation Facility (CIF) – ...This facility has five designated ESSMs whose responsibilities are limited to local storage and accountability of CCA at the CIF itself."

Question: Can the Government clarify if "ESSM" is referring to those contractor staff located at Eskan Village or RSAF ESSM monitors located at the CIF?

Answer: : The ESSM manning in the PWS lists 1 ESSM in Riyadh (housed at Eskan). This ESSM will be dedicated to the CIF however the ESSMs staff at Eskan can and may designated ESSM's for the CIF facility, Dhahran (KAAB) and Al Kharj (PSAB) as needed. See Amendment, Paragraph 13

Ref: Page 14 Section 6.2. The language states "Electronic Security Systems Manager (ESSM) – Function held by a USG representative."

Question: Can the Government confirm that these personnel are the assigned contractor staff under contract acting on behalf of the USG?

Answer: Yes, Confirmed

Ref: Page 6 of the RFP, Section 3.1 states that "All housing, meals, telephones, and transportation will be provided by the contractor." In the pricing model, a "stipulated amount" is provided by the government for CLIN 0002 Travel/ODCs Base Year and all 4 Option Years.

Question: Does the stipulated amount provided for CLIN X002 include the estimated cost of the items listed in Section 3.1 (housing, meals, telephones, transportation)? If not, should the offeror include these costs in CLIN X001 (FFP Services) or CLIN X003 (Ancillary Support)?

Answer: See Amendment, Paragraphs 15-17

Ref.: RFP Section 3.2.2.2.36 p 11, ESSM Manning table

Question: Will the Government please verify that the total expected staffing at Tabuk in January 2020 is 3?

Answer: No, current expected staffing at Tabuk is 2. Reference amendment, paragraph 9. (Error with math, should be 12 total not 13)

Ref.: RFP Section 3.2.2.2.36 pp 11-12, ESSM Manning table

Because the Base Year is expected to begin October 12, 2016 per RFP section 1.4, the staffing increases are misaligned beginning in Option 2 (which would be Oct. 2018-Oct. 2019).

Question: Will the Government provide an updated Manning table?

Answer: See Amendment, Paragraph 9

Question: Please refer to the attached solicitation, Page 11, ESSM Manning, bottom of page 12, Option 4, the estimated total personnel should be 12 in lieu of 13. Please see below:

Option 4

Location	Tentative Start Date	Projected Number of Personnel
Eskan Village	January 2020	6
Riyadh	January 2020	1
Tabuk – KFAB	January 2020	2* tentative increase
Dhahran – KAAB	January 2020	1
Khamis – KKAB	December 2020	1
Al Kharj-PSAB	0	
Taif- PAAB	January 2020	1
Estimated Total	=	13

Answer:

See Amendment, Paragraph 9

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188 Exp. Date: Jun 30, 1986	
1. TITLE Contractor's Progress, Status and Management Report		2. IDENTIFICATION NUMBER DI-MGMT-80227		
3. DESCRIPTION/PURPOSE 3.1 The Contractor's Progress, Status and Management Report indicates the progress of work and the status of the program and of the assigned tasks, reports costs, and informs of existing or potential problem areas.				
4. APPROVAL DATE (YYMMDD) 860905	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) N/SPAWAR	6a. DTIC REQUIRED	6b. GIDEP REQUIRED	
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement for this data included in the contract. 7.2 This DID may be applied in any contract and during any program phase. 7.3 This DID supersedes DI-A-2090A, DI-A-3025A, UDI-A-22050B, UDI-A-22052A, UDI-A-23960, DI-A-30024, and DI-A-30606. (cont. on page 2)				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER N3947	
10. PREPARATION INSTRUCTIONS 10.1 <u>Contract</u> - This data item is generated by the contract which contains a specific and discrete work task to develop this data product. 10.2 <u>Format</u> - This report shall be typewritten on standard size (e.g. 8 1/2" by 11") white paper, and securely stapled. Pages shall be sequentially numbered. All attachments shall be identified and referenced in the text of the report. The report shall be prepared in the contractor's format and shall be legible and suitable for reproduction. 10.3 <u>Content</u> - The report shall include: a. A front cover sheet which includes the contractor's name and address, the contract number, the nomenclature of the system or program, the date of the report, the period covered by the report, the title of the report, either the serial number of the report or the Contract Data Requirements List (CDRL) sequence number, the security classification, and the name of the issuing Government activity; b. Description of the progress made against milestones during the reporting period; c. Results, positive or negative, obtained related to previously-identified problem areas, with conclusions and recommendations; d. Any significant changes to the contractor's organization or method of operation, to the project management network, or to the milestone chart; e. Problem areas affecting technical or scheduling elements, with background and any recommendations for solutions beyond the scope of the contract; f. Problem areas affecting cost elements, with background and any recommendations for solutions beyond the scope of the contract; g. Cost curves showing actual and projected conditions throughout the contract; h. Any cost incurred for the reporting period and total contractual expenditures as of reporting date; i. Person-hours expended for the reporting period and cumulatively for the contract; j. Any trips and significant results; (cont. on page 2)				

7. APPLICATION/INTERRELATIONSHIP (Cont'd)

- 7.4 Paragraphs 10.3.f, 10.3.g, and 10.3.h herein should be tailored on DD Form 1423 when such cost data is already submitted through a sophisticated cost reporting system under the contract.
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10. PREPARATION INSTRUCTIONS (Cont'd)

- k. Record of all significant telephone calls and any commitments made by telephone;
- l. Summary of Engineering Change Proposal (ECP) status, including identification of proposed ECPs, approved ECPs, and implemented ECPs;
- m. Contract schedule status;
- n. Plans for activities during the following reporting period;
- o. Name and telephone number of preparer of the report;
- p. Appendixes for any necessary tables, references, photographs, illustrations, and charts.

DATA ITEM DESCRIPTION

TITLE: TRAINING CONDUCT SUPPORT DOCUMENT

Number: DI-SESS-81523B

Approval Date: 20010830

AMSC Number: N7469

Limitation:

DTIC Applicable: No

GIDEP Applicable: No

Office Of Primary Responsibility: N/AS/PMA205

Applicable Forms: None

Use/relationship: The Training Conduct Support Document provides specific definition and direction to the instructor and trainees on learning objectives, equipment, and instructional media for use during the conduct of training. It also provides updates to course materials for life cycle maintenance of the training course.

- a. This Data Item Description (DID) contains the preparation instructions for the content and format of the Training Conduct Support Document.
- b. This DID contains the format, content, and intended use information for the data product resulting from the performance requirements described by 3.2.7 of MIL-PRF-29612B, and is applicable to the acquisition of training data products. Data product performance evaluation criteria are specified in 4.3.7 and 4.3.9 of MIL-PRF-29612B.
- c. It is not intended that all the requirements contained herein be applied to every program or program phase. Portions of this DID are subject to deletion tailoring depending upon the program phase in which it is applied in the contract. Any individual data requirement contained in this DID is subject to deletion tailoring.
- d. This DID supersedes DI-ILSS-81523A.

Requirements:

1. Format. The format of data contained within this DID is as follows:

- a. Page-based products, for which contractor format is acceptable.
- b. Standard digital data in compliance with the content and format requirements specified in the DoD Data Architecture (DDA) and the Defense Data Dictionary System (DDDS).

2. Content. The Training Conduct Support Document shall contain the following:

2.1 Front matter. Front matter shall consist of the following:

2.1.1 Cover. The cover shall provide information relevant to the identification of the training document as follows:

- a. Course title.
- b. Course number.
- c. Document number.
- d. Date of preparation.
- e. Training document type name (e.g., lesson plan, trainee guide).
- f. The "prepared for" block shall identify the using activity and career field.
- g. The "prepared by" block shall identify the company/agency that developed the training document.
- h. The contract number shall identify the contract under which the training document was procured.
- i. Distribution statement and destruction notice.
- j. The publication by direction statement shall identify the contracting activity.
- k. Logos shall be as Service or command specified.
- l. Supersession statement.
- m. Foreign disclosure statement.
- n. Security classification.

2.1.2 List of effective pages. This data shall be provided in Volume I and shall include the listing of pages provided in all volumes.

2.1.3 Letter of promulgation. The letter of promulgation will be furnished by the Government.

2.1.4 Change record. This data shall be included in each separate volume. Volume I shall include the listing of pages provided in all volumes.

2.1.5 Hazard awareness notice. This data shall provide safety and environmental precautions for the protection of personnel and equipment and instructions for the reporting of hazards and safety violations. Hazard awareness statements shall cover relevant documentation references, general and specific precautions, hazard reporting criteria, and shall include the following:

- a. The documentation statement shall identify relevant documentation containing specific safety precautions and preventive measures that are applicable to the particular equipment.
- b. The general information statement shall identify hazards to personnel or equipment.
- c. The specific precautions statement shall identify specific direction to personnel concerning safety. Statements shall inform personnel that death, personal injury, and equipment damage can result from carelessness, failure to comply with approved procedures, or violations of WARNINGS, CAUTIONS, and safety regulations.
- d. The hazard reporting statement shall identify the requirement of personnel to report all hazards, safety violations, environmental considerations, and the activity to which such reports should be sent.

2.1.6 Foreword/preface. This data shall contain the scope, purpose and applicability of the publication, and any other information the reader requires as an introduction to the document.

2.1.7 Definitions. This data shall include definitions of those words that are unique to the training document.

2.1.8 Table of contents. This data shall list all contents of the training document and shall include the paragraph number, paragraph title, and corresponding page number. It shall also include a list of figures and tables and shall include the figure and table number, title, and corresponding page number. Each volume in a set of documents shall contain its own list of figures and tables. In addition, Volume I shall contain a list of figures and tables for all volumes in the set.

2.1.9 How to use the training document. This data shall include descriptions of the following:

- a. Composition.
- b. Function.
- c. Use.
- d. Assignments.
- e. Equipment requirements.
- f. Instruction sheets.
- g. Test requirements.
- h. Division of materials into functional parts.

2.1.10 Executive summary. This data shall be developed using clear, concise narrative statements describing the methodology for data accumulation and analysis, the target population, the results of the analysis, and recommendations as required.

2.2 Part 1: Lesson plan data requirements. The lesson plan contains data requirements that provide specific definition and direction to the instructor on learning objectives, equipment, instructional media requirements, and the conduct of training. Lesson plan data requirements shall include:

2.2.1 Front matter. Front matter shall be as defined in paragraph 2.1 above.

2.2.2 Administrative data. This data shall provide information required to prepare for, and conduct the lesson. Administrative information shall consist of:

- a. Course title.
- b. Document number.
- c. Course number.
- d. Curriculum name.
- e. Unit title.
- f. Unit number.
- g. Lesson title.
- h. Lesson number.

- i. Responsible authoring activity.
- j. Date of preparation.
- k. Effective date.
- l. Approval date.
- m. A list of topics and tasks to include task number, title, conditions, and standards.
- n. Security classification.
- o. Time breakdown (e.g., overall, classroom, laboratory).
- p. Student allotted lesson time.
- q. A list of references.
- r. A description of commonality.
- s. A description of instructional format.
- t. A list of learning objectives.
- u. A list of teaching points.
- v. A list of equipment required for the instruction.
- w. A list of instructional aids.
- x. A description of testing requirements.
- y. A list of supporting papers.
- z. Revision dates.
- aa. A list of trainee instructional materials.
- ab. A description of multiple instructor requirements.
- ac. A description of instructional guidance.
- ad. A description of classroom, laboratory, training area, and range requirements.
- ae. A description of ammunition requirements.
- af. A description of prerequisites.
- ag. A list of source documentation.
- ah. A list of environmental considerations.
- ai. A description of additional support personnel requirements.
- aj. A description of training portal infrastructure operations to include:
 - (1) Learning Management Systems (LMS).
 - (2) Course Management System (CMS).
 - (3) Courseware development/authoring tools.
 - (4) Communication tools.
 - (5) Resource references.
- ak. For Advanced Distributed Learning (ADL), a description of hardware and software requirements for administrators, instructors, and students.

2.2.3 Instructional data. This data shall provide information to be presented during a course of instruction and shall include:

- a. Overview.
- b. Lesson strategy.
- c. Statement for student motivation.

- d. Statement for gaining student attention.
- e. Statement of the learning objectives.
- f. Safety precautions and hazard awareness notices related to the lesson topic.
- g. Review of materials previously presented and related to the new lesson topic.
- h. Discussion points.
- i. Instructional activities (e.g., lecture, discussion, demonstration, illustration, practice exercises, assignments, etc.).
- j. Teaching points.
- k. Application.
- l. Procedures.
- m. Evaluation.
- n. Intermediate summaries as required.
- o. Related instructor activities.

- (1) Media cues.
- (2) Helps.
- (3) Questions.
- (4) Answers to questions.
- (5) Supporting papers.

- p. Learning objectives data shall consist of the following:

- (1) Learning objective number and type.
- (2) The learning objective statement.
- (3) The instructional method(s).
- (4) The time required to present the material.
- (5) Instructor to student ratio.

- q. Review and summary.
- r. Remotivation.
- s. Closure.
- t. Assignments for the trainee.
- u. Transition information necessary to proceed to the next topic.
- v. Test/evaluation of learning objectives.
- w. Critique of the course as applicable.

2.2.4 Trainee guide answer keys. The answer keys shall provide answers to questions in the associated trainee guide (see 2.3 below).

2.3 Part 2: Trainee guide data requirements. The trainee guide contains data which enhances the trainee's mastery of those knowledge, skills, and attitudes needed for a given subject and shall include:

2.3.1 Front matter. Front matter shall be as defined in paragraph 2.1 above.

2.3.2 Information sheet. This data shall provide the trainee with additional, amplifying, or background information essential for the trainee but not contained in the technical manuals or other official documentation. Information sheets shall consist of:

- a. Title and identification number.
- b. Introduction consisting of a narrative statement describing the purpose/intent of the document.
- c. List of references used to develop the information sheet.
- d. Materials designed to aid the trainee in comprehending the instructional topic and not contained in the technical manuals identified for use in the curricula.
- e. A list of supplemental reading materials.

2.3.3 Diagram sheet. This data shall provide illustrative material which depict a chalkboard sketch, an instructional media material or any diagram or schematic deemed important to the trainee. Diagram sheets shall consist of:

- a. Title and identification number.
- b. Illustrative materials.
- c. Source.

2.3.4 Job sheet. This data shall direct the trainee to use technical documentation, if available, in the step-by-step performance of tasks or functions encountered in the operational environment. Job sheets shall consist of:

- a. Title and identification number.
- b. Introduction consisting of a narrative statement describing the purpose/intent of the document.
- c. List, by nomenclature, of all equipment required for accomplishing the job.
- d. List of all reference documentation required to perform the task or function.
- e. Job steps listing the procedures for performing a task or function without duplicating data in the technical manual. Critical job steps shall be identified and require the instructor's initials and date of completion.
- f. Self test questions providing an exercise in decision making similar to that required in the operational environment.

2.3.5 Assignment sheet. This data shall identify the required reading material and pose questions on the assignments for each individual topic. Assignment sheets shall consist of:

- a. Title and identification number.
- b. List of learning objectives, copied directly from the lesson plan.
- c. List of study assignment(s).
- d. Study questions written on the same learning level as the related learning objective.

2.3.6 Problem sheet. This data shall provide the trainee with practical problems requiring analysis and decision making similar to those problems which could occur in the operational environment. Problem sheets shall consist of:

- a. Title and identification number.
- b. Introduction consisting of a narrative statement describing the purpose/intent of the document.
- c. List of all reference documentation required to perform the task or function.
- d. Problem statements with all the data necessary to solve the problem(s).

2.3.7 Outline sheet. This data shall provide the trainee with an outline of the topic's major teaching points. Outline sheets shall allow trainees to follow the progress of a topic, to take notes as desired, and to retain topic information for future reference. Outline sheets shall consist of:

- a. Title and identification number.
- b. Introduction consisting of a narrative statement describing the purpose/intent of the outline sheet.
- c. An outline of the topic content.

2.4 Part 3: On-the-Job Training (OJT) handbook data. The OJT handbook data is a self-paced instructional system which leads the trainee to a specific skill development. OJT handbook data is a substitute for, a reinforcement of, or an extension of other forms of instruction. Hands-on exercises, training assignments, and troubleshooting problems are used when available for analyzing the documentation as well as for learning and testing. The OJT handbook data covers a specific area of learning (e.g., equipment, systems, or subsystems) pertaining to specific task or function(s) and is designed to allow the trainee to work independently at their own pace. The OJT handbook data can be used in either the formal or informal training environment and shall include:

2.4.1 Front matter. Front matter shall be as defined in paragraph 2.1 above.

2.4.2 Background. This data shall provide the trainee with background data and training guidelines for using the OJT handbook. Background shall consist of:

- a. Introduction of the system, subsystem, or equipment which the OJT handbook data supports.
- b. OJT handbook data organization description.
- c. Guidelines and instructions for using the OJT handbook data.
- d. Outline of all tasks or duties to be performed.
- e. Instruction relating to the assignment of tasks.
- f. Prerequisites required to complete the OJT handbook data.

2.4.3 Work sheet. Work sheets shall provide procedures for performing a task or function. Work sheets shall direct the trainee to use the technical documentation, if available, in the step-by-step performance of tasks or functions. Work sheets shall include self-test questions. Work sheets shall consist of:

- a. Specific learning objectives that are satisfied by the successful performance or completion of the task.
- b. Specific task to be performed and how the task relates to the overall program.
- c. A list of required tools and test equipment.
- d. Safety precautions which the trainee must observe.
- e. General or discrete step-by-step procedures for performing operation, maintenance, troubleshooting, repair, and tasks/function.
- f. Self-test questions are developed to exercise the decision-making requirements that a trainee might face at a work site. They shall be included, as applicable, following each performance step. (These questions constitute an open-book test, with the trainee permitted to use the technical manuals and other training program materials in seeking answers.)
- g. Each work sheet shall include the maximum allowable time, and blank spaces for the administrator's initials and actual time the trainee used to satisfactorily complete the task.

2.4.4 Tests and answer sheets. Tests and answer sheets shall provide written and, when required, performance tests for the end of each lesson or assignment along with the trainee answer sheets. The tests shall contain instructions to direct the trainee through the test and to the next OJT handbook element upon completion of the test. Each test item shall directly correspond to a test item in the lesson pretest. There shall be one test per lesson; however, for particularly long or difficult lessons there can be more. The test shall consist of:

- a. Title and lesson number.
- b. Directions for taking the test.
- c. Test items.
- d. Answer sheets.

2.4.5 Instructions for OJT program administrators. These instructions shall provide detailed information for the OJT program administrator on how to conduct training. This information shall be prepared so that it can be reproduced separate from other parts of the OJT handbook data. These instructions shall include:

- a. Guidelines and instructions for conducting the training program.
- b. Introduction to the system, subsystem, or equipment which the OJT handbook data supports.
- c. Question answer key.
- d. A list of step(s) the administrator will take when assigning a task.
- e. Explanation on how to evaluate the trainee's answers.

- f. Explanation on how to evaluate the practical assignment(s).
- g. Information for preparing and administering the lessons.
- h. A list of fault(s), with insertion parameters, for the system, subsystem, or equipment. All safety considerations shall be addressed.
- i. Instructions and precautions for administrator inserted malfunctions.

2.4.6 Item-to-work assignment chart. This chart shall provide information on Personnel Performance Profile (PPP)/training task identification, work assignments and Personnel Qualification Standard (PQS). This chart shall consist of:

- a. PPP/training task identification shall consist of three sub-columns:
 - (1) PPP table/training task number.
 - (2) Item/sub-item or element/sub-element.
 - (3) Training Objective Statement (TOS) level.
- b. Work assignment shall consist of three sub-columns:
 - (1) Work assignment.
 - (2) Learning objective.
 - (3) Test item.
- c. PQS shall consist of two sub-columns:
 - (1) Identification number.
 - (2) Qualification task number.

2.5 Part 4: Instructional visual aids. Visual aids to be used by the instructor in the conduct of classes shall include:

2.5.1 Slides. The slides shall be provided in Service specified format(s). The slide program shall be in accordance with Government approved production standards.

2.5.2 Transparencies. The transparencies shall be provided in Service specified format(s). Transparencies shall be in accordance with Government approved production standards.

2.5.3 Wall charts. The wall charts shall be provided in Service specified format(s). Wall charts shall be in accordance with Government approved production standards.

2.5.4 Job Aids (JA). JAs shall provide step-by-step instructions related to the performance of a task in either the job or training environment. These procedural instructions shall be expressed as written or visual information or a combination of both. Each JA shall consist of:

- a. Title.

- b. Task.
- c. Applicable learning objective(s).
- d. Administrative instructions.
- e. Body (written or visual procedural guidance).

2.6 Part 5: Training material change data. Training material change data provides information, which is necessary for keeping the training materials current and compatible with the systems and equipment as engineering, technical or operational changes are made. Training material change data shall contain the following:

2.6.1 Training materials change. (Change to training materials for example; management documentation, curriculum materials, and instructional media materials may be developed after these materials are promulgated for use. A change to any training material is issued to add, amend, correct, substitute, delete or otherwise modify existing data and usually affects less than 30 percent (this is variable according to media type) of the material being changed, and does not impact on course learning objectives or resources.) A change shall consist of three parts: change pages, change materials, and change notices as follows:

- a. The change pages shall consist of all pages within the training materials that have been modified, corrected, or amended and those pages added or substituted. The change pages shall be in the format of the existing training materials. Changes in training materials shall be made by reissuing new pages on which the changes are to be shown. Complete two-sided pages (both sides) shall be replaced so that the old page can be removed and the new page inserted. (During development, it is essential that each change to a material page be checked for impact on other pages among the training materials.)
- b. The change materials shall include the instructional media materials (e.g., slides, transparencies) that have been modified, corrected, or amended, added, or substituted. Changes to some media materials are not possible due to the nature of the material. When approved changes are made, the change materials shall be in the format of the existing training materials. (During development, it is essential that the change materials be checked for impact on the instructor guide and trainee guide, as well as other support materials.)
- c. Change notices are used to transmit changed training materials. Change notices are not used to make or transmit complete revisions. The change notice shall be a letter containing the promulgation heading, justification, and directions for inserting the change and shall include the following:
 - (1) The promulgation heading shall contain the name and address of the contracting activity, audience (all holders of the document or materials), change and document number, date of the change, number of pages or material items in the change notice, number of changes enclosed, and the signature of approval with the name and title typed beneath the signature.

- (2) If the required information is available, this section shall state that the changes incorporate responses to change initiation documents. This phrase shall be followed by a list of the documents providing review and approval information for the change process. Impact of incorporation shall be specifically addressed.
- (3) Directions for inserting the change shall provide directions for accomplishing the change, including additional paragraphs which shall provide instructions to enter the change into the document and to retain the change notice. For inserting a change that is supported by a list of effective pages, two columns are required:
 - 1) remove page(s) and 2) insert page(s). Inserting a change that is not supported by a list of effective pages requires the following: 1) new page/material, 2) change status, and 3) superseded page/material.

2.6.2 Training materials revision. This data shall provide a revision of training materials to add, amend, correct, substitute, delete, or otherwise modify existing data. (A revision affects course learning objectives, requires additional resources, or the revision is of a magnitude to require a course trial of the material. A revision usually affects more than 50 percent (variable percentage according to media type) of the document or material being modified. A revision results in the replacement of existing curriculum materials with newly developed materials.)

3. Standard digital data. Standard digital data shall be delivered for the Standard Data Elements (SDEs) marked with an "X" in the "Required" box in Table 1.

TABLE 1. Standard digital data requirements.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
(2. <u>Content</u> . The Training Conduct Support Document shall contain the following:) ALIAS NAME DOCUMENT IDENTIFIER DOCUMENT NAME DOCUMENT-TYPE CODE	
(2.1 <u>Front matter</u> . Front matter shall consist of the following:) ALIAS IDENTIFIER DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT NAME DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-DEVELOPMENT-STAGE END CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CODE DOCUMENT-TYPE CODE EDUCATIONAL-DISCIPLINE CODE EVALUATION IDENTIFIER EVALUATION-EVENT REASON CODE EVALUATION-METHODOLOGY IDENTIFIER EVENT IDENTIFIER EXAMINATION IDENTIFIER GUIDANCE IDENTIFIER GUIDANCE TEXT INSTRUCTIONAL-UNIT DESCRIPTION TEXT INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE INSTRUCTIONAL-UNIT-EXAMINATION REASON CODE INSTRUCTIONAL-UNIT-NAME TEXT INSTRUCTIONAL-UNIT-SECTION ESTIMATED DURATION QUANTITY INSTRUCTIONAL-UNIT-SECTION TYPE CODE MATERIEL-ITEM IDENTIFIER MATERIEL-ITEM TYPE CODE OCCUPATION IDENTIFIER OCCUPATION NAME OCCUPATION-CLASSIFICATION CODE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
OCCUPATION-INSTRUCTIONAL-UNIT REASON CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-GUIDANCE ROLE CODE ORGANIZATION-INSTRUCTIONAL-UNIT-ROLE CODE ORGANIZATION-NAME TEXT ORGANIZATION-TYPE CATEGORY CODE POSITION DESCRIPTION TEXT POSITION IDENTIFIER POSITION-TASK-TYPE BEGIN CALENDAR DATE POSITION-TASK-TYPE END CALENDAR DATE POSITION-TASK-TYPE REASON CODE TASK IDENTIFIER TASK-DOCUMENT REASON CODE TRAINING-RISK IDENTIFIER TRAINING-RISK LEVEL CODE	
ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-GUIDANCE ROLE CODE ORGANIZATION-INSTRUCTIONAL-UNIT-ROLE CODE ORGANIZATION-NAME TEXT ORGANIZATION-TYPE CATEGORY CODE POSITION DESCRIPTION TEXT POSITION IDENTIFIER POSITION-TASK-TYPE BEGIN CALENDAR DATE POSITION-TASK-TYPE END CALENDAR DATE POSITION-TASK-TYPE REASON CODE TASK IDENTIFIER TASK-DOCUMENT REASON CODE TRAINING-RISK IDENTIFIER TRAINING-RISK LEVEL CODE	
(2.1.1 <u>Cover</u> . The cover shall provide information relevant to the identification of the training document as follows:) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT NAME DOCUMENT-ASSOCIATION REASON CODE OCCUPATION-CLASSIFICATION CODE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
(2.1.1.a Course title.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE INSTRUCTIONAL-UNIT-NAME TEXT	
(2.1.1.b Course number.) INSTRUCTIONAL-UNIT IDENTIFIER	
(2.1.1.c Document number.) DOCUMENT IDENTIFIER	
(2.1.1.d Date of preparation.) DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CODE	
(2.1.1.e Training document type name (e.g., lesson plan, trainee guide).) DOCUMENT-TYPE CODE	
(2.1.1.f The "prepared for" block shall identify the using activity and career field.) OCCUPATION IDENTIFIER OCCUPATION NAME OCCUPATION-CLASSIFICATION CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-INSTRUCTIONAL-UNIT-ROLE CODE ORGANIZATION-OCCUPATION REASON CODE	
(2.1.1.g The "prepared by" block shall identify the company/agency that developed the training document.) ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-NAME TEXT ORGANIZATION-TYPE IDENTIFIER	
(2.1.1.h The contract number shall identify the contract under which the training document was procured.) DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE	
(2.1.1.i Distribution statement and destruction notice.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
(2.1.1.j The publication by direction statement shall identify the contracting activity.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE	
(2.1.1.k Logos shall be as Service or command specified.) DOCUMENT CATEGORY CODE	
(2.1.1.l Supersession statement.) DOCUMENT CATEGORY CODE	
(2.1.1.m Foreign disclosure statement.) DOCUMENT CATEGORY CODE	
(2.1.1.n Security classification.) DOCUMENT CATEGORY CODE SECURITY-CLASSIFICATION CODE	
(2.1.2 <u>List of effective pages</u> . This data shall be provided in Volume I and shall include the listing of pages provided in all volumes.) DOCUMENT CATEGORY CODE	
(2.1.3 <u>Letter of promulgation</u> . The letter of promulgation will be furnished by the Government.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-TYPE CATEGORY CODE	
(2.1.4 <u>Change record</u> . This data shall be included in each separate volume. Volume I shall include the listing of pages provided in all volumes.) DOCUMENT CATEGORY CODE	
(2.1.5 <u>Hazard awareness notice</u> . This data shall provide safety and environmental precautions for the protection of personnel and equipment and instructions for the reporting of hazards and safety violations. Hazard awareness statements shall cover relevant documentation references, general and specific precautions, hazard reporting criteria, and shall include the following:) DOCUMENT CATEGORY CODE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
DOCUMENT IDENTIFIER DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CODE EVALUATION IDENTIFIER GUIDANCE IDENTIFIER ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-NAME TEXT TRAINING-RISK IDENTIFIER TRAINING-RISK LEVEL CODE	
(2.1.5.a The documentation statement shall identify relevant documentation containing specific safety precautions and preventive measures that are applicable to the particular equipment.) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER GUIDANCE IDENTIFIER GUIDANCE TEXT MATERIEL-ITEM IDENTIFIER MATERIEL-ITEM TYPE CODE	
(2.1.5.b The general information statement shall identify hazards to personnel or equipment.) DOCUMENT CATEGORY CODE	
(2.1.5.c The specific precautions statement shall identify specific direction to personnel concerning safety. Statements shall inform personnel that death, personal injury, and equipment damage can result from carelessness, failure to comply with approved procedures, or violations of WARNINGS, CAUTIONS, and safety regulations.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE	
(2.1.5.d The hazard reporting statement shall identify the requirement of personnel to report all hazards, safety violations, environmental considerations, and the activity to which such reports should be sent.) GUIDANCE IDENTIFIER ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
ORGANIZATION-GUIDANCE ROLE CODE ORGANIZATION-NAME TEXT	
(2.1.6 <u>Foreword/preface</u> . This data shall contain the scope, purpose and applicability of the publication, and any other information the reader requires as an introduction to the document.) DOCUMENT CATEGORY CODE POSITION DESCRIPTION TEXT POSITION IDENTIFIER POSITION-TASK-TYPE BEGIN CALENDAR DATE POSITION-TASK-TYPE END CALENDAR DATE POSITION-TASK-TYPE REASON CODE TASK IDENTIFIER TASK-DOCUMENT REASON CODE	
(2.1.7 <u>Definitions</u> . This data shall include definitions of those words that are unique to the training document.) DOCUMENT CATEGORY CODE	
(2.1.8 <u>Table of contents</u> . This data shall list all contents of the training document and shall include the paragraph number, paragraph title, and corresponding page number. It shall also include a list of figures and tables and shall include the figure and table number, title, and corresponding page number. Each volume in a set of documents shall contain its own list of figures and tables. In addition, Volume I shall contain a list of figures and tables for all volumes in the set.) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER	
(2.1.9 <u>How to use the training document</u> . This data shall include descriptions of the following:) GUIDANCE IDENTIFIER	
(2.1.9.a <u>Composition</u> .) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE	
(2.1.9.b <u>Function</u> .) DOCUMENT CATEGORY CODE DOCUMENT DESCRIPTION TEXT	
(2.1.9.c <u>Use</u> .) GUIDANCE IDENTIFIER	
(2.1.9.d <u>Assignments</u> .) DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-TYPE CODE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE PLAN TYPE CODE PLAN-ASSOCIATION IDENTIFIER PLAN-ASSOCIATION ROLE CODE	
(2.1.9.e Equipment requirements.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE INSTRUCTIONAL-UNIT-MATERIEL-ITEM REASON CODE MATERIEL CATEGORY CODE MATERIEL IDENTIFIER	
(2.1.9.f Instruction sheets.) DOCUMENT CATEGORY CODE INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.1.9.g Test requirements.) EXAMINATION IDENTIFIER INSTRUCTIONAL-UNIT-EXAMINATION REASON CODE	
(2.1.9.h Division of materials into functional parts.) INSTRUCTIONAL-UNIT DESCRIPTION TEXT INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT-SECTION ESTIMATED DURATION QUANTITY INSTRUCTIONAL-UNIT-SECTION TYPE CODE	
(2.1.10 <u>Executive summary</u> . This data shall be developed using clear, concise narrative statements describing the methodology for data accumulation and analysis, the target population, the results of the analysis, and recommendations as required.) DOCUMENT CATEGORY CODE EVALUATION-EVENT REASON CODE EVALUATION-METHODOLOGY IDENTIFIER EVENT IDENTIFIER	
(2.2 <u>Part 1: Lesson plan data requirements</u> . The lesson plan contains data requirements that provide specific definition and direction to the instructor on learning objectives, equipment, instructional media requirements, and the conduct of training. Lesson plan data requirements shall include:) DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE	
(2.2.1 <u>Front matter</u> . Front matter shall be as defined in paragraph 2.1 above.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
DOCUMENT NAME DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CODE DOCUMENT-TYPE CODE EDUCATIONAL-DISCIPLINE CODE EVALUATION IDENTIFIER EVALUATION-EVENT REASON CODE EVALUATION-METHODOLOGY IDENTIFIER EVENT IDENTIFIER EXAMINATION IDENTIFIER GUIDANCE IDENTIFIER GUIDANCE TEXT INSTRUCTIONAL-UNIT DESCRIPTION TEXT INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE INSTRUCTIONAL-UNIT-EXAMINATION REASON CODE INSTRUCTIONAL-UNIT-NAME TEXT INSTRUCTIONAL-UNIT-SECTION ESTIMATED DURATION QUANTITY INSTRUCTIONAL-UNIT-SECTION TYPE CODE MATERIEL-ITEM IDENTIFIER MATERIEL-ITEM TYPE CODE OCCUPATION IDENTIFIER OCCUPATION NAME OCCUPATION-CLASSIFICATION CODE OCCUPATION-INSTRUCTIONAL-UNIT REASON CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-GUIDANCE ROLE CODE ORGANIZATION-INSTRUCTIONAL-UNIT-ROLE CODE ORGANIZATION-NAME TEXT ORGANIZATION-OCCUPATION REASON CODE ORGANIZATION-TYPE CATEGORY CODE POSITION DESCRIPTION TEXT POSITION IDENTIFIER POSITION-TASK-TYPE BEGIN CALENDAR DATE POSITION-TASK-TYPE END CALENDAR DATE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
POSITION-TASK-TYPE REASON CODE TASK IDENTIFIER TASK-DOCUMENT REASON CODE TRAINING-RISK IDENTIFIER TRAINING-RISK LEVEL CODE	
(2.2.2 <u>Administrative data</u> . This data shall provide information required to prepare for, and conduct the lesson. Administrative information shall consist of:) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-SECTION ESTIMATED DURATION QUANTITY INSTRUCTIONAL-UNIT-SECTION TYPE CODE	
(2.2.2.a Course title.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-NAME TEXT	
(2.2.2.b Document number.) ALIAS IDENTIFIER DOCUMENT IDENTIFIER INSTRUCTIONAL-CLASS-METHOD CODE	
(2.2.2.c Course number.) ALIAS IDENTIFIER DOCUMENT IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.2.2.d Curriculum name.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-NAME TEXT	
(2.2.2.e Unit title.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-NAME TEXT	
(2.2.2.f Unit number.) INSTRUCTIONAL-UNIT IDENTIFIER	
(2.2.2.g Lesson title.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE INSTRUCTIONAL-UNIT-NAME TEXT LEARNING-OBJECTIVE IDENTIFIER POSITION IDENTIFIER POSITION-TASK-TYPE BEGIN CALENDAR DATE POSITION-TASK-TYPE END CALENDAR DATE POSITION-TASK-TYPE REASON CODE TASK IDENTIFIER	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
(2.2.2.h Lesson number.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-NAME TEXT	
(2.2.2.i Responsible authoring activity.) INSTRUCTIONAL-UNIT IDENTIFIER ORGANIZATION IDENTIFIER ORGANIZATION-INSTRUCTIONAL-UNIT-ROLE CODE	
(2.2.2.j Date of preparation.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-STATUS CODE INSTRUCTIONAL-UNIT-STATUS EFFECTIVE CALENDAR DATE	
(2.2.2.k Effective date.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-STATUS CODE INSTRUCTIONAL-UNIT-STATUS EFFECTIVE CALENDAR DATE	
(2.2.2.l Approval date.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-STATUS CODE INSTRUCTIONAL-UNIT-STATUS EFFECTIVE CALENDAR DATE	
(2.2.2.m A list of topics and tasks to include task number, title, conditions, and standards.) LEARNING-OBJECTIVE IDENTIFIER PERFORMANCE-CONDITION IDENTIFIER PERFORMANCE-CONDITION NORMALITY CODE PERFORMANCE-CONDITION TYPE CODE PERFORMANCE-STANDARD IDENTIFIER PERSON IDENTIFIER TASK IDENTIFIER TASK NAME	
(2.2.2.n Security classification.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-CAVEATED-SECURITY-CLASSIFICATION REASON CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE SECURITY-CLASSIFICATION CODE	
(2.2.2.o Time breakdown (e.g., overall, classroom, laboratory).) FACILITY IDENTIFIER INSTRUCTIONAL-CLASS IDENTIFIER	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
INSTRUCTIONAL-CLASS-INSTRUCTIONAL-UNIT ROLE CODE INSTRUCTIONAL-CLASS-MEETING BEGIN CALENDAR DATE-TIME INSTRUCTIONAL-CLASS-MEETING END CALENDAR DATE-TIME INSTRUCTIONAL-CLASS-MEETING-MATERIEL REASON CODE INSTRUCTIONAL-CLASS-METHOD CODE INSTRUCTIONAL-CLASS-PERSON-TYPE ROLE CODE INSTRUCTIONAL-UNIT IDENTIFIER	
(2.2.2.p Student allotted lesson time.) INSTRUCTIONAL-CLASS-METHOD CODE INSTRUCTIONAL-UNIT ESTIMATED DURATION QUANTITY INSTRUCTIONAL-UNIT IDENTIFIER	
(2.2.2.q A list of references.) DOCUMENT IDENTIFIER DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-NAME TEXT PERSON IDENTIFIER PERSON-DOCUMENT ROLE CODE TASK IDENTIFIER	
(2.2.2.r A description of commonality.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-ASSOCIATION REASON CODE	
(2.2.2.s A description of instructional format.) INSTRUCTIONAL-CLASS-METHOD CODE INSTRUCTIONAL-UNIT IDENTIFIER LEARNING-OBJECTIVE IDENTIFIER LEARNING-STRATEGY CODE	
(2.2.2.t A list of learning objectives.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE DESCRIPTION TEXT LEARNING-OBJECTIVE IDENTIFIER	
(2.2.2.u A list of teaching points.) INSTRUCTIONAL-ACTIVITY IDENTIFIER	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
INSTRUCTIONAL-METHODOLOGY IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER LEARNING-EVENT DESCRIPTION TEXT	
(2.2.2.v A list of equipment required for the instruction.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-MATERIEL-ITEM REASON CODE MATERIEL ALTERNATE IDENTIFIER MATERIEL IDENTIFIER MATERIEL-ITEM IDENTIFIER MATERIEL-ITEM TYPE CODE	
(2.2.2.w A list of instructional aids.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-MATERIEL REASON CODE MATERIEL IDENTIFIER MATERIEL-ITEM IDENTIFIER MATERIEL-ITEM TYPE CODE	
(2.2.2.x A description of testing requirements.) EXAMINATION DESCRIPTION TEXT EXAMINATION IDENTIFIER EXAMINATION-MATERIEL REASON CODE EXAMINATION-METHOD TYPE CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-EXAMINATION REASON CODE MATERIEL IDENTIFIER	
(2.2.2.y A list of supporting papers.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.2.2.z Revision dates.) DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.2.2.aa A list of trainee instructional materials.) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT NAME INSTRUCTIONAL-UNIT IDENTIFIER	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE PERSON-TYPE-INSTRUCTIONAL-UNIT ROLE CODE	
(2.2.2.ab A description of multiple instructor requirements.) CERTIFICATION-TYPE DESCRIPTION TEXT INSTRUCTIONAL-CLASS-INSTRUCTIONAL-UNIT ROLE CODE INSTRUCTIONAL-CLASS-PERSON-TYPE ROLE CODE INSTRUCTIONAL-UNIT IDENTIFIER PERSON-CERTIFICATION-ROLE CODE PERSON-TYPE-CERTIFICATION-TYPE ROLE CODE	
(2.2.2.ac A description of instructional guidance.) GUIDANCE IDENTIFIER GUIDANCE SUBJECT TEXT GUIDANCE SYNOPSIS TEXT GUIDANCE TEXT INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-GUIDANCE REASON CODE	
(2.2.2.ad A description of classroom, laboratory, training area, and range requirements.) FACILITY-TYPE CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-FACILITY-TYPE REASON CODE	
(2.2.2.ae A description of ammunition requirements.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-MATERIEL REASON CODE MATERIEL IDENTIFIER MATERIEL-ITEM TYPE CODE	
(2.2.2.af A description of prerequisites.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE INSTRUCTIONAL-UNIT-NAME TEXT LEARNING-OBJECTIVE DESCRIPTION TEXT LEARNING-OBJECTIVE IDENTIFIER SKILL IDENTIFIER	
(2.2.2.ag A list of source documentation.) DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT IDENTIFIER	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.2.2.ah A list of environmental considerations.) GUIDANCE IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-GUIDANCE REASON CODE	
(2.2.2.ai A description of additional support personnel requirements.) INSTRUCTIONAL-UNIT IDENTIFIER PERSON-TYPE-INSTRUCTIONAL-UNIT ROLE CODE	
(2.2.2.aj A description of training portal infrastructure operations to include:) INFORMATION-ASSET IDENTIFIER INFORMATION-ASSET TYPE CODE INFORMATION-ASSET VERSION IDENTIFIER ORGANIZATION IDENTIFIER	
(2.2.2.aj.1 Learning Management Systems (LMS).) INFORMATION-ASSET IDENTIFIER INFORMATION-ASSET TYPE CODE INFORMATION-ASSET VERSION IDENTIFIER ORGANIZATION IDENTIFIER	
(2.2.2.aj.2 Course Management System (CMS).) INFORMATION-ASSET IDENTIFIER INFORMATION-ASSET TYPE CODE INFORMATION-ASSET VERSION IDENTIFIER ORGANIZATION IDENTIFIER	
(2.2.2.aj.3 Courseware development/authoring tools.) INFORMATION-ASSET IDENTIFIER INFORMATION-ASSET TYPE CODE INFORMATION-ASSET VERSION IDENTIFIER ORGANIZATION IDENTIFIER	
(2.2.2.aj.4 Communication tools.) INFORMATION-ASSET IDENTIFIER INFORMATION-ASSET TYPE CODE INFORMATION-ASSET VERSION IDENTIFIER ORGANIZATION IDENTIFIER	
(2.2.2.aj.5 Resource references.) INFORMATION-ASSET IDENTIFIER INFORMATION-ASSET TYPE CODE INFORMATION-ASSET VERSION IDENTIFIER ORGANIZATION IDENTIFIER	
(2.2.2.ak For Advanced Distributed Learning (ADL), a description of hardware and software requirements for administrators, instructors, and students.) HARDWARE-REQUIREMENT RECOMMENDATION TEXT	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
INFORMATION-ASSET IDENTIFIER INSTRUCTIONAL-CLASS LOCATION TYPE CODE SOFTWARE-REQUIREMENT-TYPE NAME	
(2.2.3 <u>Instructional data</u> . This data shall provide information to be presented during a course of instruction and shall include:) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.2.3.a Overview.) INSTRUCTIONAL-UNIT DESCRIPTION TEXT	
(2.2.3.b Lesson strategy.) INSTRUCTIONAL-CLASS-METHOD CODE INSTRUCTIONAL-METHODOLOGY TECHNIQUE CODE INSTRUCTIONAL-UNIT IDENTIFIER LEARNING-OBJECTIVE IDENTIFIER LEARNING-STRATEGY CODE	
(2.2.3.c Statement for student motivation.) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE IDENTIFIER POSITION IDENTIFIER POSITION-TASK-TYPE BEGIN CALENDAR DATE POSITION-TASK-TYPE END CALENDAR DATE POSITION-TASK-TYPE REASON CODE TASK IDENTIFIER TASK-DOCUMENT REASON CODE	
(2.2.3.d Statement for gaining student attention.) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.2.3.e Statement of the learning objectives.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE DESCRIPTION TEXT	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
LEARNING-OBJECTIVE IDENTIFIER	
(2.2.3.f Safety precautions and hazard awareness notices related to the lesson topic.) GUIDANCE IDENTIFIER GUIDANCE TEXT HAZARD SOURCE UNIQUE IDENTIFIER HAZARD-ASSESSMENT OCCURRENCE DATE HAZARD-RISK-ASSESSMENT SEQUENCE IDENTIFIER INSTRUCTIONAL-UNIT-GUIDANCE REASON CODE	
(2.2.3.g Review of materials previously presented and related to the new lesson topic.) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE INSTRUCTIONAL-UNIT-SECTION ESTIMATED DURATION QUANTITY INSTRUCTIONAL-UNIT-SECTION TYPE CODE	
(2.2.3.h Discussion points.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.2.3.i Instructional activities. (e.g., lecture, discussion, demonstration, illustration, practice exercises, assignments, etc.).) INSTRUCTIONAL-ACTIVITY IDENTIFIER INSTRUCTIONAL-METHODOLOGY IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE	
(2.2.3.j Teaching points.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE DESCRIPTION TEXT LEARNING-OBJECTIVE IDENTIFIER	
(2.2.3.k Application.) INSTRUCTIONAL-METHODOLOGY TECHNIQUE CODE LEARNING-OBJECTIVE IDENTIFIER LEARNING-STRATEGY CODE	
(2.2.3.l Procedures.)	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
INSTRUCTIONAL-CLASS-METHOD CODE INSTRUCTIONAL-METHODOLOGY IDENTIFIER INSTRUCTIONAL-METHODOLOGY PROCEDURE DESCRIPTION TEXT INSTRUCTIONAL-METHODOLOGY TECHNIQUE CODE LEARNING-OBJECTIVE IDENTIFIER	
(2.2.3.m Evaluation.) EVALUATION IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-EVALUATION REASON CODE	
(2.2.3.n Intermediate summaries as required.) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.2.3.o Related instructor activities.) INSTRUCTIONAL-ACTIVITY IDENTIFIER INSTRUCTIONAL-ACTIVITY NAME INSTRUCTIONAL-METHODOLOGY IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE IDENTIFIER	
(2.2.3.o.1 Media cues.) AUDIO-MEDIA-FORMAT IDENTIFIER AUDIO-RECORDING IDENTIFIER LEARNING-OBJECTIVE IDENTIFIER LEARNING-OBJECTIVE-SENSORY-STIMULUS-CUE CRITICALITY CODE SENSORY-STIMULUS-CUE IDENTIFIER SENSORY-STIMULUS-CUE TYPE CODE VISUAL-IMAGE IDENTIFIER VISUAL-IMAGE MEDIA TYPE CODE	
(2.2.3.o.2 Helps.) AUDIO-MEDIA-FORMAT IDENTIFIER INSTRUCTIONAL-UNIT-MATERIEL-ITEM REASON CODE INSTRUCTIONAL-UNIT-PLANNED-COST AMOUNT MATERIEL-ASSOCIATION IDENTIFIER PRODUCTION-PURPOSE CODE VISUAL-IMAGE MEDIA TYPE CODE	
(2.2.3.o.3 Questions.) EXAMINATION IDENTIFIER INQUIRY IDENTIFIER INQUIRY TEXT	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-EXAMINATION REASON CODE	
(2.2.3.o.4 Answers to questions.) INQUIRY IDENTIFIER INQUIRY-PREDEFINED-ANSWER SERIAL IDENTIFIER	
(2.2.3.o.5 Supporting papers.) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-NAME TEXT PERSON FULL LEGAL NAME PERSON IDENTIFIER PERSON-DOCUMENT ROLE CODE PERSON-NAME CATEGORY CODE	
(2.2.3.p Learning objectives data shall consist of the following:) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE IDENTIFIER	
(2.2.3.p.1 Learning objective number and type.) LEARNING-OBJECTIVE IDENTIFIER LEARNING-OBJECTIVE-ASSOCIATION REASON CODE	
(2.2.3.p.2 The learning objective statement.) LEARNING-OBJECTIVE DESCRIPTION TEXT	
(2.2.3.p.3 The instructional method(s).) AUDIO-MEDIA-FORMAT IDENTIFIER INSTRUCTIONAL-CLASS-METHOD CODE INSTRUCTIONAL-METHODOLOGY TECHNIQUE CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE IDENTIFIER LEARNING-OBJECTIVE-MATERIEL-ITEM REASON CODE PRODUCTION IDENTIFIER VISUAL-IMAGE MEDIA TYPE CODE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
(2.2.3.p.4 The time required to present the material.) INSTRUCTIONAL-UNIT ESTIMATED DURATION QUANTITY INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE IDENTIFIER	
(2.2.3.p.5 Instructor to student ratio.) INSTRUCTIONAL-UNIT IDENTIFIER PERSON-TYPE-INSTRUCTIONAL-UNIT REQUIRED QUANTITY PERSON-TYPE-INSTRUCTIONAL-UNIT ROLE CODE	
(2.2.3.q Review and summary.) INSTRUCTIONAL-UNIT DESCRIPTION TEXT INSTRUCTIONAL-UNIT IDENTIFIER	
(2.2.3.r Remotivation.) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.2.3.s Closure.) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.2.3.t Assignments for the trainee.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-ASSIGNMENT IDENTIFIER TASK-TYPE DESCRIPTION TEXT TASK-TYPE IDENTIFIER	
(2.2.3.u Transition information necessary to proceed to the next topic.) GUIDANCE CATEGORY CODE GUIDANCE FUNCTIONAL TYPE CODE GUIDANCE IDENTIFIER GUIDANCE SUBJECT TEXT GUIDANCE-CITATION TYPE CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-GUIDANCE REASON CODE	
(2.2.3.v Test/evaluation of learning objectives.) EVALUATION IDENTIFIER EXAMINATION IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-EVALUATION REASON CODE INSTRUCTIONAL-UNIT-EXAMINATION REASON CODE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE IDENTIFIER	
(2.2.3.w Critique of the course as applicable.) EVALUATION IDENTIFIER EVALUATION-RESULT IDENTIFIER INSTRUCTIONAL-UNIT TYPE CODE INSTRUCTIONAL-UNIT-EVALUATION REASON CODE SPECIFIC-EVALUATION COMMENT TEXT SPECIFIC-EVALUATION IDENTIFIER	
(2.2.4 Trainee guide answer keys. The answer keys shall provide answers to questions in the associated trainee guide (see 2.3 below).) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-TYPE CODE EXAMINATION IDENTIFIER INQUIRY IDENTIFIER INQUIRY-PREDEFINED-ANSWER SERIAL IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE INSTRUCTIONAL-UNIT-EXAMINATION REASON CODE	
(2.3 Part 2: Trainee guide data requirements. The trainee guide contains data which enhances the trainee's mastery of those knowledge, skills, and attitudes needed for a given subject and shall include:) DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.3.1 Front matter. Front matter shall be as defined in paragraph 2.1 above.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT NAME DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CODE DOCUMENT-TYPE CODE EDUCATIONAL-DISCIPLINE CODE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
EVALUATION IDENTIFIER EVALUATION-EVENT REASON CODE EVALUATION-METHODOLOGY IDENTIFIER EVENT IDENTIFIER EXAMINATION IDENTIFIER GUIDANCE IDENTIFIER GUIDANCE TEXT INSTRUCTIONAL-UNIT DESCRIPTION TEXT INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE INSTRUCTIONAL-UNIT-EXAMINATION REASON CODE INSTRUCTIONAL-UNIT-NAME TEXT INSTRUCTIONAL-UNIT-SECTION ESTIMATED DURATION QUANTITY INSTRUCTIONAL-UNIT-SECTION TYPE CODE MATERIEL-ITEM IDENTIFIER MATERIEL-ITEM TYPE CODE OCCUPATION IDENTIFIER OCCUPATION NAME OCCUPATION-CLASSIFICATION CODE OCCUPATION-INSTRUCTIONAL-UNIT REASON CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-GUIDANCE ROLE CODE ORGANIZATION-INSTRUCTIONAL-UNIT-ROLE CODE ORGANIZATION-NAME TEXT ORGANIZATION-OCCUPATION REASON CODE ORGANIZATION-TYPE CATEGORY CODE PLAN TYPE CODE PLAN-ASSOCIATION IDENTIFIER PLAN-ASSOCIATION ROLE CODE POSITION DESCRIPTION TEXT POSITION IDENTIFIER POSITION-TASK-TYPE BEGIN CALENDAR DATE POSITION-TASK-TYPE END CALENDAR DATE POSITION-TASK-TYPE REASON CODE TASK IDENTIFIER TASK-DOCUMENT REASON CODE TRAINING-RISK IDENTIFIER TRAINING-RISK LEVEL CODE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
(2.3.2 Information sheet. This data shall provide the trainee with additional, amplifying, or background information essential for the trainee but not contained in the technical manuals or other official documentation. Information sheets shall consist of: DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.3.2.a Title and identification number.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-NAME TEXT	
(2.3.2.b Introduction consisting of a narrative statement describing the purpose/intent of the document.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE	
(2.3.2.c List of references used to develop the information sheet.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT NAME DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-NAME TEXT PERSON IDENTIFIER PERSON-DOCUMENT ROLE CODE	
(2.3.2.d Materials designed to aid the trainee in comprehending the instructional topic and not contained in the technical manuals identified for use in the curricula.) DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE	
(2.3.2.e A list of supplemental reading materials.) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
DOCUMENT NAME DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CODE INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE PERSON FULL LEGAL NAME PERSON IDENTIFIER PERSON-DOCUMENT ROLE CODE PERSON-NAME CATEGORY CODE	
(2.3.3 <u>Diagram sheet</u> . This data shall provide illustrative material which depict a chalkboard sketch, an instructional media material or any diagram or schematic deemed important to the trainee. Diagram sheets shall consist of:) DOCUMENT IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.3.3.a Title and identification number.) DOCUMENT IDENTIFIER DOCUMENT NAME	
(2.3.3.b Illustrative materials.) DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-TYPE CODE PLAN TYPE CODE PLAN-ASSOCIATION IDENTIFIER PLAN-ASSOCIATION ROLE CODE	
(2.3.3.c Source.) DOCUMENT IDENTIFIER DOCUMENT NAME DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CODE DOCUMENT-TYPE CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE PERSON IDENTIFIER PERSON-DOCUMENT ROLE CODE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
(2.3.4 Job sheet. This data shall direct the trainee to use technical documentation, if available, in the step-by-step performance of tasks or functions encountered in the operational environment. Job sheets shall consist of:) DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.3.4.a Title and identification number.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE INSTRUCTIONAL-UNIT-NAME TEXT	
(2.3.4.b Introduction consisting of a narrative statement describing the purpose/intent of the document.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE	
(2.3.4.c List, by nomenclature, of all equipment required for accomplishing the job.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE IDENTIFIER MATERIEL-ITEM IDENTIFIER MATERIEL-ITEM TYPE CODE POSITION IDENTIFIER POSITION-TASK-TYPE BEGIN CALENDAR DATE POSITION-TASK-TYPE END CALENDAR DATE POSITION-TASK-TYPE REASON CODE TASK IDENTIFIER TASK-MATERIEL REASON CODE	
(2.3.4.d List of all reference documentation required to perform the task or function.) DOCUMENT IDENTIFIER DOCUMENT NAME DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-NAME TEXT	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
PERSON FULL LEGAL NAME PERSON IDENTIFIER PERSON-DOCUMENT ROLE CODE PERSON-NAME CATEGORY CODE TASK IDENTIFIER	
(2.3.4.e Job steps listing the procedures for performing a task or function without duplicating data in the technical manual. Critical job steps shall be identified and require the instructor's initials and date of completion.) EVENT BEGIN CALENDAR DATE-TIME EVENT END CALENDAR DATE-TIME FUNCTIONAL-ACTIVITY IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER PERSON-TYPE-INSTRUCTIONAL-UNIT ROLE CODE POSITION IDENTIFIER POSITION-TASK-TYPE BEGIN CALENDAR DATE POSITION-TASK-TYPE END CALENDAR DATE POSITION-TASK-TYPE REASON CODE TASK CRITICALITY CODE TASK END TIME TASK IDENTIFIER TASK PURPOSE CODE TASK-ASSOCIATION REASON CODE	
(2.3.4.f Self test questions providing an exercise in decision making similar to that required in the operational environment.) EXAMINATION IDENTIFIER INQUIRY IDENTIFIER TASK IDENTIFIER TEST TYPE CODE	
(2.3.5 Assignment sheet. This data shall identify the required reading material and pose questions on the assignments for each individual topic. Assignment sheets shall consist of:) DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.3.5.a Title and identification number.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-NAME TEXT	
(2.3.5.b List of learning objectives, copied directly from the lesson plan.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
LEARNING-OBJECTIVE DESCRIPTION TEXT LEARNING-OBJECTIVE IDENTIFIER	
(2.3.5.c List of study assignment(s).) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT NAME DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CODE DOCUMENT-TYPE CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-NAME TEXT PERSON FULL LEGAL NAME PERSON IDENTIFIER PERSON-DOCUMENT ROLE CODE PERSON-NAME CATEGORY CODE TEACHING-TASK-TYPE CODE	
(2.3.5.d Study questions written on the same learning level as the related learning objective.) INQUIRY IDENTIFIER INQUIRY TEXT INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE IDENTIFIER	
(2.3.6 <u>Problem sheet</u> . This data shall provide the trainee with practical problems requiring analysis and decision making similar to those problems which could occur in the operational environment. Problem sheets shall consist of:) DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.3.6.a Title and identification number.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-NAME TEXT	
(2.3.6.b Introduction consisting of a narrative statement describing the purpose/intent of the document.)	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE	
(2.3.6.c List of all reference documentation required to perform the task or function.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT NAME DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CODE FUNCTIONAL-ACTIVITY IDENTIFIER FUNCTIONAL-ACTIVITY MISSION TEXT ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-NAME TEXT PERSON FULL LEGAL NAME PERSON IDENTIFIER PERSON-DOCUMENT ROLE CODE PERSON-NAME CATEGORY CODE TASK IDENTIFIER TASK-DOCUMENT REASON CODE	
(2.3.6.d Problem statements with all the data necessary to solve the problem(s).) SITUATION EXPLANATION TEXT TASK IDENTIFIER	
(2.3.7 Outline sheet. This data shall provide the trainee with an outline of the topic's major teaching points. Outline sheets shall allow trainees to follow the progress of a topic, to take notes as desired, and to retain topic information for future reference. Outline sheets shall consist of:) DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE INSTRUCTIONAL-UNIT-SECTION ESTIMATED DURATION QUANTITY INSTRUCTIONAL-UNIT-SECTION TYPE CODE	
(2.3.7.a Title and identification number.)	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-NAME TEXT	
(2.3.7.b Introduction consisting of a narrative statement describing the purpose/intent of the outline sheet.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE	
(2.3.7.c An outline of the topic content.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT-SECTION ESTIMATED DURATION QUANTITY INSTRUCTIONAL-UNIT-SECTION TYPE CODE	
(2.4 Part 3: On-the-Job Training (OJT) handbook data. The OJT handbook data is a self-paced instructional system which leads the trainee to a specific skill development. OJT handbook data is a substitute for, a reinforcement of, or an extension of other forms of instruction. Hands-on exercises, training assignments, and troubleshooting problems are used when available for analyzing the documentation as well as for learning and testing. The OJT handbook data covers a specific area of learning (e.g., equipment, systems, or subsystems) pertaining to specific task or function(s) and is designed to allow the trainee to work independently at their own pace. The OJT handbook data can be used in either the formal or informal training environment and shall include:) DOCUMENT IDENTIFIER DOCUMENT NAME DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE DOCUMENT-REPRESENTATION-PUBLICATION CODE DOCUMENT-TYPE CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT TYPE CODE INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE TASK IDENTIFIER TASK-DOCUMENT REASON CODE	
(2.4.1 Front matter. Front matter shall be as defined in paragraph 2.1 above.) ALIAS NAME	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
DOCUMENT CATEGORY CODE	
DOCUMENT IDENTIFIER	
DOCUMENT NAME	
DOCUMENT-ASSOCIATION REASON CODE	
DOCUMENT-DEVELOPMENT-STAGE BEGIN CALENDAR DATE	
DOCUMENT-DEVELOPMENT-STAGE CODE	
DOCUMENT-REPRESENTATION-PUBLICATION CALENDAR DATE	
DOCUMENT-REPRESENTATION-PUBLICATION CODE	
DOCUMENT-TYPE CODE	
EDUCATIONAL-DISCIPLINE CODE	
EVALUATION IDENTIFIER	
EVALUATION-EVENT REASON CODE	
EVALUATION-METHODOLOGY IDENTIFIER	
EVENT IDENTIFIER	
EXAMINATION IDENTIFIER	
GUIDANCE IDENTIFIER	
GUIDANCE TEXT	
INSTRUCTIONAL-UNIT DESCRIPTION TEXT	
INSTRUCTIONAL-UNIT IDENTIFIER	
INSTRUCTIONAL-UNIT-ASSOCIATION REASON CODE	
INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
INSTRUCTIONAL-UNIT-EXAMINATION REASON CODE	
INSTRUCTIONAL-UNIT-NAME TEXT	
INSTRUCTIONAL-UNIT-SECTION ESTIMATED DURATION QUANTITY	
INSTRUCTIONAL-UNIT-SECTION TYPE CODE	
MATERIEL-ITEM IDENTIFIER	
MATERIEL-ITEM TYPE CODE	
OCCUPATION IDENTIFIER	
OCCUPATION NAME	
OCCUPATION-CLASSIFICATION CODE	
OCCUPATION-INSTRUCTIONAL-UNIT REASON CODE	
ORGANIZATION IDENTIFIER	
ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE	
ORGANIZATION-DOCUMENT END CALENDAR DATE	
ORGANIZATION-GUIDANCE ROLE CODE	
ORGANIZATION-INSTRUCTIONAL-UNIT-ROLE CODE	
ORGANIZATION-NAME TEXT	
ORGANIZATION-OCCUPATION REASON CODE	
ORGANIZATION-TYPE CATEGORY CODE	
PLAN TYPE CODE	
PLAN-ASSOCIATION IDENTIFIER	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
PLAN-ASSOCIATION ROLE CODE POSITION DESCRIPTION TEXT POSITION IDENTIFIER POSITION-TASK-TYPE BEGIN CALENDAR DATE POSITION-TASK-TYPE END CALENDAR DATE POSITION-TASK-TYPE REASON CODE TASK IDENTIFIER TASK-DOCUMENT REASON CODE TRAINING-RISK IDENTIFIER TRAINING-RISK LEVEL CODE	
(2.4.2 Background. This data shall provide the trainee with background data and training guidelines for using the OJT handbook. Background shall consist of:) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE SITUATION EXPLANATION TEXT SITUATION IDENTIFIER	
(2.4.2.a Introduction of the system, subsystem, or equipment which the OJT handbook data supports.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT TYPE CODE INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE MATERIEL IDENTIFIER MATERIEL-ITEM IDENTIFIER MATERIEL-ITEM TYPE CODE TASK IDENTIFIER TASK-DOCUMENT REASON CODE TASK-MATERIEL REASON CODE	
(2.4.2.b OJT handbook data organization description.) DOCUMENT DESCRIPTION TEXT DOCUMENT IDENTIFIER	
(2.4.2.c Guidelines and instructions for using the OJT handbook data.) DOCUMENT IDENTIFIER GUIDANCE IDENTIFIER	
(2.4.2.d Outline of all tasks or duties to be performed.)	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE IDENTIFIER TASK IDENTIFIER TASK-ASSOCIATION REASON CODE	
(2.4.2.e Instruction relating to the assignment of tasks.) GUIDANCE IDENTIFIER GUIDANCE TEXT TASK IDENTIFIER	
(2.4.2.f Prerequisites required to complete the OJT handbook data.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT TYPE CODE INSTRUCTIONAL-UNIT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE KNOWLEDGE DESCRIPTION TEXT LEARNING-OBJECTIVE IDENTIFIER SKILL IDENTIFIER	
(2.4.3 <u>Work sheet</u> . Work sheets shall provide procedures for performing a task or function. Work sheets shall direct the trainee to use the technical documentation, if available, in the step-by-step performance of tasks or functions. Work sheets shall include self-test questions. Work sheets shall consist of:) DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE INSTRUCTIONAL-UNIT DESCRIPTION TEXT INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.4.3.a Specific learning objectives that are satisfied by the successful performance or completion of the task.) LEARNING-OBJECTIVE IDENTIFIER TASK IDENTIFIER	
(2.4.3.b Specific task to be performed and how the task relates to the overall program.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT TYPE CODE INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE IDENTIFIER TASK IDENTIFIER	
(2.4.3.c A list of required tools and test equipment.) MATERIEL IDENTIFIER MATERIEL-ITEM IDENTIFIER	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
MATERIEL-ITEM TYPE CODE TASK IDENTIFIER TASK-TYPE IDENTIFIER TASK-TYPE-MATERIEL REASON CODE	
(2.4.3.d Safety precautions which the trainee must observe.) GUIDANCE IDENTIFIER GUIDANCE SUBJECT TEXT GUIDANCE SYNOPSIS TEXT INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-GUIDANCE REASON CODE	
(2.4.3.e General or discrete step-by-step procedures for performing operation, maintenance, troubleshooting, repair, and tasks/function.) FUNCTIONAL-ACTIVITY IDENTIFIER INSTRUCTIONAL-METHODOLOGY PURPOSE CODE POSITION IDENTIFIER POSITION-TASK-TYPE BEGIN CALENDAR DATE POSITION-TASK-TYPE END CALENDAR DATE POSITION-TASK-TYPE REASON CODE TASK IDENTIFIER TASK PURPOSE CODE TASK-ASSOCIATION REASON CODE TASK-TYPE CATEGORY CODE	
(2.4.3.f Self-test questions are developed to exercise the decision-making requirements that a trainee might face at a work site. They shall be included, as applicable, following each performance step. (These questions constitute an open-book test, with the trainee permitted to use the technical manuals and other training program materials in seeking answers.)) EXAMINATION IDENTIFIER INQUIRY IDENTIFIER INQUIRY TEXT TASK IDENTIFIER	
(2.4.3.g Each work sheet shall include the maximum allowable time, and blank spaces for the administrator's initials and actual time the trainee used to satisfactorily complete the task.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE IDENTIFIER PERSON-TYPE-INSTRUCTIONAL-UNIT MAXIMUM PERSON TYPE QUANTITY PERSON-TYPE-INSTRUCTIONAL-UNIT ROLE CODE TASK IDENTIFIER	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
<p>(2.4.4 <u>Tests and answer sheets.</u> Tests and answer sheets shall provide written and, when required, performance tests for the end of each lesson or assignment along with the trainee answer sheets. The tests shall contain instructions to direct the trainee through the test and to the next OJT handbook element upon completion of the test. Each test item shall directly correspond to a test item in the lesson pretest. There shall be one test per lesson; however, for particularly long or difficult lessons there can be more. The test shall consist of:)</p> <p>DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE EXAMINATION IDENTIFIER INQUIRY IDENTIFIER INQUIRY TEXT INQUIRY-PREDEFINED-ANSWER SERIAL IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE INSTRUCTIONAL-UNIT-EXAMINATION REASON CODE</p>	
<p>(2.4.4.a Title and lesson number.)</p> <p>DOCUMENT IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE INSTRUCTIONAL-UNIT-NAME TEXT</p>	
<p>(2.4.4.b Directions for taking the test.)</p> <p>EXAMINATION IDENTIFIER GUIDANCE IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-EXAMINATION REASON CODE</p>	
<p>(2.4.4.c Test items.)</p> <p>EXAMINATION IDENTIFIER INQUIRY IDENTIFIER INQUIRY TEXT</p>	
<p>(2.4.4.d Answer sheets.)</p> <p>DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE EXAMINATION IDENTIFIER</p>	
<p>(2.4.5 <u>Instructions for OJT program administrators.</u> These instructions shall provide detailed information for the OJT program administrator on how to conduct training. This information shall be prepared so that it can be reproduced separate from other parts of the OJT handbook data. These instructions shall include:)</p> <p>DOCUMENT IDENTIFIER</p>	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
DOCUMENT-TYPE CODE GUIDANCE IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.4.5.a Guidelines and instructions for conducting the training program.) GUIDANCE CATEGORY CODE GUIDANCE FUNCTIONAL TYPE CODE GUIDANCE IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-GUIDANCE REASON CODE	
(2.4.5.b Introduction to the system, subsystem, or equipment which the OJT handbook data supports.) DOCUMENT IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE INSTRUCTIONAL-UNIT-MATERIEL REASON CODE MATERIEL CATEGORY CODE MATERIEL IDENTIFIER MATERIEL-ITEM IDENTIFIER MATERIEL-ITEM TYPE CODE SYSTEM-PLATFORM DESCRIPTION TEXT	
(2.4.5.c Question answer key.) EXAMINATION IDENTIFIER INQUIRY IDENTIFIER INQUIRY-PREDEFINED-ANSWER SERIAL IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-EXAMINATION REASON CODE	
(2.4.5.d A list of step(s) the administrator will take when assigning a task.) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-LEARNING-OBJECTIVE REASON CODE LEARNING-OBJECTIVE IDENTIFIER PERSON-TYPE-INSTRUCTIONAL-UNIT ROLE CODE TASK IDENTIFIER TASK-ASSOCIATION REASON CODE	
(2.4.5.e Explanation on how to evaluate the trainee's answers.) EXAMINATION IDENTIFIER GUIDANCE IDENTIFIER INQUIRY IDENTIFIER INQUIRY-PREDEFINED-ANSWER SERIAL IDENTIFIER	
(2.4.5.f Explanation on how to evaluate the practical assignment(s).) EXAMINATION IDENTIFIER	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
GUIDANCE IDENTIFIER INQUIRY IDENTIFIER INQUIRY-PREDEFINED-ANSWER SERIAL IDENTIFIER	
(2.4.5.g Information for preparing and administering the lessons.) GUIDANCE IDENTIFIER GUIDANCE SUBJECT TEXT INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-GUIDANCE REASON CODE	
(2.4.5.h A list of fault(s), with insertion parameters, for the system, subsystem, or equipment. All safety considerations shall be addressed.) CAPABILITY CONSTRAINT INDICATOR CODE FACILITY-CONSTRAINT IDENTIFIER FACILITY-TYPE-CONSTRAINT IDENTIFIER FEATURE-CONSTRAINT IDENTIFIER FUND-TYPE-CONSTRAINT IDENTIFIER GUIDANCE CATEGORY CODE GUIDANCE FUNCTIONAL TYPE CODE GUIDANCE IDENTIFIER INFORMATION-ASSET-CONSTRAINT IDENTIFIER INSTRUCTIONAL-UNIT-INSTRUCTOR-CONSTRAINT IDENTIFIER INSTRUCTIONAL-UNIT-STUDENT-CONSTRAINT IDENTIFIER MATERIEL CATEGORY CODE MATERIEL IDENTIFIER MATERIEL-ITEM IDENTIFIER MATERIEL-ITEM TYPE CODE ORGANIZATION-TYPE-CONSTRAINT IDENTIFIER SITUATION IDENTIFIER SYSTEM-PLATFORM DESCRIPTION TEXT	
(2.4.5.i Instructions and precautions for administrator inserted malfunctions.) CAPABILITY CONSTRAINT INDICATOR CODE FACILITY-CONSTRAINT IDENTIFIER FACILITY-TYPE-CONSTRAINT IDENTIFIER FEATURE-CONSTRAINT IDENTIFIER FUND-TYPE-CONSTRAINT IDENTIFIER GUIDANCE CATEGORY CODE GUIDANCE FUNCTIONAL TYPE CODE GUIDANCE IDENTIFIER INFORMATION-ASSET-CONSTRAINT IDENTIFIER INSTRUCTIONAL-UNIT-INSTRUCTOR-CONSTRAINT IDENTIFIER INSTRUCTIONAL-UNIT-STUDENT-CONSTRAINT IDENTIFIER MATERIEL IDENTIFIER	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
ORGANIZATION-TYPE-CONSTRAINT IDENTIFIER	
(2.4.6 Item-to-work assignment chart. This chart shall provide information on Personnel Performance Profile (PPP)/training task identification, work assignments and Personnel Qualification Standard (PQS). This chart shall consist of: DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.4.6.a PPP/training task identification shall consist of three sub-columns:) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER PERFORMANCE-STANDARD IDENTIFIER PERFORMANCE-STANDARD-DOCUMENT REASON CODE PERSON-TYPE IDENTIFIER TASK IDENTIFIER	
(2.4.6.a.1 PPP table/training task number.) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER PERFORMANCE-STANDARD IDENTIFIER	
(2.4.6.a.2 Item/sub-item or element/sub-element.) DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER PERFORMANCE-STANDARD IDENTIFIER PERFORMANCE-STANDARD-DOCUMENT REASON CODE PERSON-TYPE IDENTIFIER	
(2.4.6.a.3 Training Objective Statement (TOS) level.) ALIAS IDENTIFIER DOCUMENT IDENTIFIER LEARNING-OBJECTIVE IDENTIFIER PERFORMANCE-STANDARD IDENTIFIER PERSON-TYPE IDENTIFIER	
(2.4.6.b Work assignment shall consist of three sub-columns:) DOCUMENT-TYPE CODE TASK IDENTIFIER TASK-DOCUMENT REASON CODE	
(2.4.6.b.1 Work assignment.) TASK IDENTIFIER	
(2.4.6.b.2 Learning objective.) LEARNING-OBJECTIVE DESCRIPTION TEXT LEARNING-OBJECTIVE IDENTIFIER	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
TASK IDENTIFIER	
(2.4.6.b.3 Test item.) EXAMINATION IDENTIFIER INQUIRY IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-EXAMINATION REASON CODE	
(2.4.6.c PQS shall consist of two sub-columns:) GUIDANCE CATEGORY CODE GUIDANCE FUNCTIONAL TYPE CODE GUIDANCE IDENTIFIER	
(2.4.6.c.1 Identification number.) ALIAS NAME GUIDANCE CATEGORY CODE GUIDANCE FUNCTIONAL TYPE CODE GUIDANCE IDENTIFIER	
(2.4.6.c.2 Qualification task number.) GUIDANCE CATEGORY CODE GUIDANCE FUNCTIONAL TYPE CODE GUIDANCE IDENTIFIER SKILL IDENTIFIER	
(2.5 Part 4: Instructional visual aids. Visual aids to be used by the instructor in the conduct of classes shall include:) INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-MATERIEL REASON CODE MATERIEL-ITEM IDENTIFIER MATERIEL-ITEM TYPE CODE MATERIEL-PURPOSE-CATEGORY DESCRIPTION TEXT	
(2.5.1 Slides. The slides shall be provided in Service specified format(s). The slide program shall be in accordance with Government approved production standards.) DOCUMENT IDENTIFIER GUIDANCE CATEGORY CODE GUIDANCE FUNCTIONAL TYPE CODE GUIDANCE IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE VISUAL-IMAGE FORMAT CODE VISUAL-IMAGE IDENTIFIER VISUAL-IMAGE MEDIA TYPE CODE	
(2.5.2 Transparencies. The transparencies shall be provided in Service specified format(s). Transparencies shall be in accordance with Government	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
approved production standards.) DOCUMENT IDENTIFIER GUIDANCE CATEGORY CODE GUIDANCE FUNCTIONAL TYPE CODE GUIDANCE IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE VISUAL-IMAGE FORMAT CODE VISUAL-IMAGE IDENTIFIER VISUAL-IMAGE MEDIA TYPE CODE	
(2.5.3 Wall charts. The wall charts shall be provided in Service specified format(s). Wall charts shall be in accordance with Government approved production standards.) DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE GUIDANCE CATEGORY CODE GUIDANCE FUNCTIONAL TYPE CODE GUIDANCE IDENTIFIER INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE	
(2.5.4 Job Aids (JA). JAs shall provide step-by-step instructions related to the performance of a task in either the job or training environment. These procedural instructions shall be expressed as written or visual information or a combination of both. Each JA shall consist of:) MATERIEL IDENTIFIER MATERIEL-ITEM IDENTIFIER MATERIEL-ITEM TYPE CODE TASK-TYPE IDENTIFIER TASK-TYPE-MATERIEL FORMAT CODE TASK-TYPE-MATERIEL PURPOSE CODE TASK-TYPE-MATERIEL REASON CODE	
(2.5.4.a Title.) MATERIEL ALTERNATE IDENTIFIER MATERIEL IDENTIFIER TASK-TYPE IDENTIFIER TASK-TYPE-MATERIEL DESCRIPTION TEXT TASK-TYPE-MATERIEL REASON CODE	
(2.5.4.b Task.) TASK IDENTIFIER TASK-TYPE IDENTIFIER TASK-TYPE-MATERIEL REASON CODE	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
(2.5.4.c Applicable learning objective(s).) LEARNING-OBJECTIVE DESCRIPTION TEXT LEARNING-OBJECTIVE IDENTIFIER MATERIEL IDENTIFIER TASK IDENTIFIER TASK-TYPE IDENTIFIER TASK-TYPE-MATERIEL REASON CODE	
(2.5.4.d Administrative instructions.) GUIDANCE IDENTIFIER MATERIEL IDENTIFIER	
(2.5.4.e Body (written or visual procedural guidance).) GUIDANCE CATEGORY CODE GUIDANCE FUNCTIONAL TYPE CODE GUIDANCE IDENTIFIER GUIDANCE-CITATION TYPE CODE MATERIEL IDENTIFIER	
(2.6 Part 5: Training material change data. Training material change data provides information, which is necessary for keeping the training materials current and compatible with the systems and equipment as engineering, technical or operational changes are made. Training material change data shall contain the following:) INSTRUCTIONAL-UNIT IDENTIFIER	
(2.6.1 Training materials change. (Change to training materials, for example; management documentation, curriculum materials, and instructional media materials, may be developed after these materials are promulgated for use. A change to any training material is issued to add, amend, correct, substitute, delete or otherwise modify existing data and usually affects less than 30 percent (this is variable according to media type) of the material being changed, and does not impact on course learning objectives or resources.) A change shall consist of three parts: change pages, change materials, and change notices as follows:) DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE INSTRUCTIONAL-UNIT IDENTIFIER INSTRUCTIONAL-UNIT-DOCUMENT REASON CODE PLAN TYPE CODE PLAN-ASSOCIATION IDENTIFIER PLAN-ASSOCIATION ROLE CODE	
(2.6.1.a The change pages shall consist of all pages within the training materials that have been modified, corrected, or amended and those pages added or substituted. The change pages shall be in the format of the existing	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
<p>training materials. Changes in training materials shall be made by reissuing new pages on which the changes are to be shown. Complete two-sided pages (both sides) shall be replaced so that the old page can be removed and the new page inserted. (During development, it is essential that each change to a material page be checked for impact on other pages among the training materials.))</p> <p>ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CODE ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-NAME TEXT PERSON FULL LEGAL NAME PERSON IDENTIFIER PERSON-DOCUMENT ROLE CODE PERSON-NAME CATEGORY CODE</p>	
<p>(2.6.1.b The change materials shall include the instructional media materials (e.g., slides, transparencies) that have been modified, corrected, or amended, added, or substituted. Changes to some media materials are not possible due to the nature of the material. When approved changes are made, the change materials shall be in the format of the existing training materials. (During development, it is essential that the change materials be checked for impact on the instructor guide and trainee guide, as well as other support materials.))</p> <p>ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CODE ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE PERSON FULL LEGAL NAME PERSON IDENTIFIER PERSON-DOCUMENT ROLE CODE PERSON-NAME CATEGORY CODE</p>	
<p>(2.6.1.c Change notices are used to transmit changed training materials. Change notices are not used to make or transmit complete revisions. The change notice shall be a letter containing the promulgation heading,</p>	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
justification, and directions for inserting the change and shall include the following:) DOCUMENT IDENTIFIER DOCUMENT-TYPE CODE	
(2.6.1.c.1 The promulgation heading shall contain the name and address of the contracting activity, audience (all holders of the document or materials), change and document number, date of the change, number of pages or material items in the change notice, number of changes enclosed, and the signature of approval with the name and title typed beneath the signature.) ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CODE ORGANIZATION IDENTIFIER ORGANIZATION-DOCUMENT BEGIN CALENDAR DATE ORGANIZATION-DOCUMENT END CALENDAR DATE ORGANIZATION-POSTAL-ADDRESS-USAGE CODE ORGANIZATION-USPS-POSTAL-ADDRESS DELIVERY LINE TEXT ORGANIZATION-USPS-POSTAL-ADDRESS LAST LINE TEXT ORGANIZATION-USPS-POSTAL-ADDRESS PRIMARY TEXT ORGANIZATION-USPS-POSTAL-ADDRESS SECONDARY TEXT PERSON-TYPE IDENTIFIER PERSON-TYPE-DOCUMENT ROLE CODE	
(2.6.1.c.2 If the required information is available, this section shall state that the changes incorporate responses to change initiation documents. This phrase shall be followed by a list of the documents providing review and approval information for the change process. Impact of incorporation shall be specifically addressed.) DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION DESCRIPTION TEXT DOCUMENT-ASSOCIATION REASON CODE	
(2.6.1.c.3 Directions for inserting the change shall provide directions for accomplishing the change, including additional paragraphs which shall provide instructions to enter the change into the document and to retain the change notice. For inserting a change that is supported by a list of effective pages, two columns are required: 1) remove page(s) and 2) insert page(s). Inserting a change that is not supported by a list of effective pages requires the following: 1) new page/material, 2) change status, and 3) superseded page/material.)	

TABLE 1. Standard digital data requirements - Continued.

DID PARAGRAPH AND RELATED STANDARD DATA ELEMENT(S)	REQUIRED
ALIAS NAME DOCUMENT CATEGORY CODE DOCUMENT IDENTIFIER DOCUMENT-ASSOCIATION REASON CODE GUIDANCE IDENTIFIER	
(2.6.2 <u>Training materials revision</u> . This data shall provide a revision of training materials to add, amend, correct, substitute, delete, or otherwise modify existing data. (A revision affects course learning objectives, requires additional resources, or the revision is of a magnitude to require a course trial of the material. A revision usually affects more than 50 percent (variable percentage according to media type) of the document or material being modified. A revision results in the replacement of existing curriculum materials with newly developed materials.)) DOCUMENT IDENTIFIER DOCUMENT NAME DOCUMENT-ASSOCIATION REASON CODE DOCUMENT-DEVELOPMENT-STAGE CODE DOCUMENT-REPRESENTATION-PUBLICATION CODE PLAN TYPE CODE PLAN-ASSOCIATION IDENTIFIER PLAN-ASSOCIATION ROLE CODE	

4. End of DI-SESS-81523B.

Attachment 1
ID01150103
PRICING TABLES

Hanscom AFB HBUA					
CLIN 1001 (Labor)	Description	Hours	Hourly Rate	Discounted Rate	Total
1001a		0	\$0.00	\$0.00	\$0.00
1001b		0	\$0.00	\$0.00	\$0.00
1001c		0	\$0.00	\$0.00	\$0.00
1001d		0	\$0.00	\$0.00	\$0.00
Total CLIN 1001 Firm Fixed Price					\$0.00
CLIN 1002	Ancillary Support				\$0.00
CLIN 1003	Data Not Separately Priced (NSP)		Total Not to Exceed Ceiling		\$0.00
					\$0.00
	TOTAL CLINS 1001 - 1003				\$0.00
CLIN 1004	CAF FEE				\$0.00
Total Option 1 Price					\$0.00

The data contained within this spreadsheet is an example only.

Attachment 1
ID01150103
PRICING TABLES

Hanscom AFB HBUA					
CLIN 2001 (Labor)	Description	Hours	Hourly Rate	Discounted Rate	Total
2001a		0	\$0.00	\$0.00	\$0.00
2001b		0	\$0.00	\$0.00	\$0.00
2001c		0	\$0.00	\$0.00	\$0.00
2001d		0	\$0.00	\$0.00	\$0.00
Total CLIN 2001 Firm Fixed Price					\$0.00
					\$0.00
CLIN 2002	Ancillary Support				\$0.00
CLIN 2003	Data Not Separately Priced (NSP)				\$0.00
TOTAL CLINS 2001 - 2003					\$0.00
CLIN 2004	CAF FEE				\$0.00
Total Option 2 Price					\$0.00

The data contained within this spreadsheet is an example only.

Attachment 1
ID01150103
PRICING TABLES

Hanscom AFB HBUA					
CLIN 3001 (Labor)	Description	Hours	Hourly Rate	Discounted Rate	Total
3001a		0	\$0.00	\$0.00	\$0.00
3001b		0	\$0.00	\$0.00	\$0.00
3001c		0	\$0.00	\$0.00	\$0.00
3001d		0	\$0.00	\$0.00	\$0.00
Total CLIN 3001 Firm Fixed Price					\$0.00
CLIN 3002	Ancillary Support		Total Not to Exceed Ceiling		\$0.00
CLIN 3003	Data Not Separately Priced (NSP)				\$0.00
					\$0.00
	TOTAL CLINS 3001 - 3003				\$0.00
CLIN 300	CAF FEE				\$0.00
Total Option 3 Price					\$0.00

The data contained within this spreadsheet is an example only.

Attachment 1
ID01150103
PRICING TABLES

Hanscom AFB HBUA					
CLIN 4001 (Labor)	Description	Hours	Hourly Rate	Discounted Rate	Total
4001a		0	\$0.00	\$0.00	\$0.00
4001b		0	\$0.00	\$0.00	\$0.00
4001c		0	\$0.00	\$0.00	\$0.00
4001d		0	\$0.00	\$0.00	\$0.00
Total CLIN 4001 Firm Fixed Price					\$0.00
CLIN 4002	Ancillary Support		Total Not to Exceed Ceiling		\$0.00
CLIN 4003	Data Not Separately Priced (NSP)				\$0.00
					\$0.00
	TOTAL CLINS 4001 - 4003				\$0.00
CLIN 4004	CAF FEE				\$0.00
Total Option 4 Price					\$0.00

The data contained within this spreadsheet is an example only.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. 02	3. EFFECTIVE DATE 8/1/2016	4. REQUISITION/PURCHASE REQ. NO	5. PROJECT NO. (If applicable)	
6. ISSUED BY GSA Federal Acquisition Services 10 Causeway Street Room 1075 Boston MA 02222	CODE	7. ADMINISTERED BY (IF OTHER THAN ITEM 6)	CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State, and Zip Code)		<input type="checkbox"/> 9A. AMENDMENT OF SOLICITATION NO. ID01150103 <input type="checkbox"/> 9B. DATED (SEE ITEM 11) <input type="checkbox"/> 10A. MODIFICATION OF CONTRACT/ORDER NO. <input type="checkbox"/> 10B. DATED (SEE ITEM 11)		
CODE:	FACILITY CODE:			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				

☐ The above numbered, solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☒ is extended ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers, FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If Required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO., AS DESCRIBED IN ITEM 14

<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43,103 (b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is NOT ☒ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible. Task Order Request for Proposal No, ID01150131, OASIS POOL 1 is hereby modified as follows:

Amendment 03 is pending to answer questions.

As a result of this amendment, the closing date is extended to: Thursday August 11, 2016 at 10:00 AM

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER		16A. NAME AND TITLE OF CONTRACTING OFFICER Kimberly Yates	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

INSTRUCTIONS

Instructions for items other than those that are self-explanatory, are as follows:

(a) Item 1 (Contract ID Code). Insert the contract type identification code that appears in the title block of the contract being modified.

Item 3 (Effective date)

- (1) For a solicitation amendment, change order, or administrative change, the effective date shall be the issue date of the amendment, change order, or administrative change.
- (2) For a supplemental agreement, the effective date shall be the date agreed to by the contracting parties.
- (3) For a modification issued as an initial or confirming notice of termination for the convenience of the Government, the effective date and the modification number of the confirming notice shall be the same as the effective date and modification number of the initial notice.
- (4) For a modification converting a termination for default to a termination for the convenience of the Government, the effective date shall be the same as the effective date of the termination for default.
- (5) For a modification confirming the contacting officer’s determination of the amount due in settlement of a contract termination, the effective date shall be the same as the effective date of the initial decision.

Item 6 (Issued By). Insert the name and address of the issuing office. If applicable, insert the appropriate issuing office code in the code block.

Item 8 (Name and Address of Contractor). For modifications to a contract or order, enter the contractor’s name, address, and code as shown in the original contract or order, unless changed by this or a previous modification.

Item 9. (Amendment of Solicitation No. – Dated) and 10. (Modification of Contract/Order No.-Dated). Check the appropriate box and in the corresponding blanks insert the Number and date of the original solicitation, contract, or order.

Item 12 (Accounting and Appropriation Date). When appropriate, indicate the impact of the modification on each affected accounting classification by inserting one of the following entries.

- (1) Accounting classification.....
Net Increase \$.....
- (2) Accounting classification
Net Decrease \$.....

NOTE: If there are changes to multiple accounting classifications that cannot be placed in block 12, insert an asterisk and the words “See continuation sheet.”

Item 13. Check the appropriate box to indicate the type of modification. Insert in the corresponding blank the authority under which the modification is issued. Check whether or not contractor must sign this document. (See FAR 43.103).

Item 14 (Description of Amendment/Modification).

(1) Organize amendments or modifications under the appropriate Uniform Contract Format (UCF) section headings from the applicable solicitation or contract. The UCF table of contents, however, shall not be set forth in this document.

(2) Indicate the impact of the modification on the overall total contract price by inserting one of the following entries:

- (i) Total contract price increased by \$.....
 - (ii) Total contract price decreased by \$.....
 - (iii) Total contract price unchanged.
- (3) State reason for modification.

(4) When removing, reinstating, or adding funds, identify the contract items and accounting classifications.

(5) When the SF 30 is used to reflect a determination by the contracting officer of the amount due in settlement of a contract terminated for the convenience of the Government, the entry in Item 14 of the modification may be limited –

- (i) A reference to the letter determination; and
- (ii) A statement of the net amount determined to be due in settlement of the contract.

(6) Include subject matter or short title of solicitation/contract where feasible.

Item 16B. The contracting officer’s signature is not required on solicitation amendments. The contracting officer’s signature is normally affixed last on supplemental agreements.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
2. AMENDMENT/MODIFICATION NO. 03		3. EFFECTIVE DATE 8/4/2016		4. REQUISITION/PURCHASE REQ. NO	
5. PROJECT NO. (If applicable)					
6. ISSUED BY GSA Federal Acquisition Services 10 Causeway Street Room 1075 Boston MA 02222		CODE		7. ADMINISTERED BY (IF OTHER THAN ITEM 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State, and Zip Code)		<input type="checkbox"/>		9A. AMENDMENT OF SOLICITATION NO. ID01150103	
		<input type="checkbox"/>		9B. DATED (SEE ITEM 11)	
		<input type="checkbox"/>		10A. MODIFICATION OF CONTRACT/ORDER NO.	
CODE:		FACILITY CODE:		10B. DATED (SEE ITEM 11)	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					

☐ The above numbered, solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☒ is extended ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers, FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If Required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO., AS DESCRIBED IN ITEM 14

<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43,103 (b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is NOT ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible. Task Order Request for Proposal No, ID01150131, OASIS POOL 1 is hereby modified as follows:

Questions and Answers which addresses all questions since Amendment 01 is hereby attached, Attachment 1.

See Continuation Sheet for other changes.

As a result of this amendment, the closing date is still August 11, 2016 at 10:00AM EST

NO FURTHER QUESTIONS WILL BE ANSWERED.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER		16A. NAME AND TITLE OF CONTRACTING OFFICER Kimberly Yates	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

INSTRUCTIONS

Instructions for items other than those that are self-explanatory, are as follows:

(a) Item 1 (Contract ID Code). Insert the contract type identification code that appears in the title block of the contract being modified.

Item 3 (Effective date)

- (1) For a solicitation amendment, change order, or administrative change, the effective date shall be the issue date of the amendment, change order, or administrative change.
- (2) For a supplemental agreement, the effective date shall be the date agreed to by the contracting parties.
- (3) For a modification issued as an initial or confirming notice of termination for the convenience of the Government, the effective date and the modification number of the confirming notice shall be the same as the effective date and modification number of the initial notice.
- (4) For a modification converting a termination for default to a termination for the convenience of the Government, the effective date shall be the same as the effective date of the termination for default.
- (5) For a modification confirming the contracting officer’s determination of the amount due in settlement of a contract termination, the effective date shall be the same as the effective date of the initial decision.

Item 6 (Issued By). Insert the name and address of the issuing office. If applicable, insert the appropriate issuing office code in the code block.

Item 8 (Name and Address of Contractor). For modifications to a contract or order, enter the contractor’s name, address, and code as shown in the original contract or order, unless changed by this or a previous modification.

Item 9. (Amendment of Solicitation No. – Dated) and 10. (Modification of Contract/Order No.-Dated). Check the appropriate box and in the corresponding blanks insert the Number and date of the original solicitation, contract, or order.

Item 12 (Accounting and Appropriation Date). When appropriate, indicate the impact of the modification on each affected accounting classification by inserting one of the following entries.

- (1) Accounting classification.....
Net Increase \$.....
- (2) Accounting classification
Net Decrease \$.....

NOTE: If there are changes to multiple accounting classifications that cannot be placed in block 12, insert an asterisk and the words “See continuation sheet.”

Item 13. Check the appropriate box to indicate the type of modification. Insert in the corresponding blank the authority under which the modification is issued. Check whether or not contractor must sign this document. (See FAR 43.103).

Item 14 (Description of Amendment/Modification).

(1) Organize amendments or modifications under the appropriate Uniform Contract Format (UCF) section headings from the applicable solicitation or contract. The UCF table of contents, however, shall not be set forth in this document.

(2) Indicate the impact of the modification on the overall total contract price by inserting one of the following entries:

- (i) Total contract price increased by \$.....
 - (ii) Total contract price decreased by \$.....
 - (iii) Total contract price unchanged.
- (3) State reason for modification.

(4) When removing, reinstating, or adding funds, identify the contract items and accounting classifications.

(5) When the SF 30 is used to reflect a determination by the contracting officer of the amount due in settlement of a contract terminated for the convenience of the Government, the entry in Item 14 of the modification may be limited –

- (i) A reference to the letter determination; and
- (ii) A statement of the net amount determined to be due in settlement of the contract.

(6) Include subject matter or short title of solicitation/contract where feasible.

Item 16B. The contracting officer’s signature is not required on solicitation amendments. The contracting officer’s signature is normally affixed last on supplemental agreements.

1. On page 26, Section 8.2.1.3 Volume II (Price Proposal), the last sentence “Please include the stipulated prices for CLIN 0002” is deleted. See the conformed/revised RFP. (See Paragraph 3.)

2. DFARS Clause 252.225-7995 is added to the conformed solicitation and resultant contract.

3. The previous version of the RFQ is hereby replaced with the attached version which has been conformed and revised with changes in Amendment 01 and 02.

4. The following paragraph is added to end of the PWS:

8.0 Travel is anticipated during the performance of this task order. Below are an estimated number of trips for CONUS and CCA escort travel. These are estimates only which are subject to change. CCA escort will also be very fluid as it is an as-needed requirement. Milair may or may not be available for CCA escort travel.

All requests for travel must be approved by the ESSM/A and coordinated with the COR prior to incurring costs. Travel will be reimbursed to the extent allowable pursuant to the Federal Travel Regulation (FTR)

ESSM travel					
Timeline	Base year	Option 1	Option 2	Option 3	Option 4
Number of round trips to CONUS	16	22	24	28	32

CCA escort travel: Round trips to CONUS Flights or ground transportation within KSA

CCA travel					
Timeline	Base year	Option 1	Option 2	Option 3	Option 4
Round trips to CONUS	4	4	4	4	4
Trips with KSA	12	15	15	15	15

4. The attached pricing spreadsheet hereby replaces previous versions.

5. Section 3.2.2.2.2 has been revised from a minimum of 2 ESSMs to a minimum of 1 ESSMs as per the attached Conformed/Revised RFQ.

ID01150103

Questions and Answers #2 Continuation Sheet Amendment 03

1. QUESTION The first sentence in RFP Section 7.0. SOLICITATION PROVISIONS AND TASK ORDER CLAUSES references says, "All Applicable and Required provisions/clauses set forth in FAR 52.301 automatically flow down to all OASIS task orders...". FAR 52.301 is not a valid reference. Please clarify.

ANSWER: FAR 52.301 is the Solicitation provisions and contract clauses Matrix

2. QUESTION The following paragraph in Section 8.2.1.3 Volume II (Price Proposal) Requirements on page 26 was not changed in Amendment 01. Please confirm that the last sentence should be deleted.

Proposed Price. The proposed price shall be incorporated into the worksheet reference in paragraph 6.0, List of Attachments, of this RFP, entitled "ID01150103 Pricing Spreadsheet" and submitted with the price proposal. Please include the stipulated prices for CLIN 0002.

ANSWER: The sentence has been deleted in the conformed copy. Also note that the CLINS have changed and a CLIN 0002 is for Travel.

3. QUESTION In Section 9.0 EVALUATION FACTORS AND BASIS OF AWARD on page 27, the last sentence, "Cost/price proposals will also be evaluated to ensure they do not exceed the contractor's OASIS Pool 1 contract prices" was not changed. Please confirm that this sentence should be deleted.

ANSWER: That sentence is not in Section 9.0. See Conformed RFP

4. QUESTION Can you please issue a conformed RFP with Amendment 02?

ANSWER: Yes, See Amendment 02.

5. QUESTION The government removed discounted rate from the RFP. In the revised pricing model base year tab, Government removed the discount rate title. However, Option 1 through Option 3 tabs are still showing discounted rate columns, is this caused by an error in the model?

ANSWER: Yes, See Amendment 02 for new Pricing Model

6.QUESTION: In the revised pricing template and Section 2.0 of the amendment, the government has removed CLIN 2 Travel (Cost-reimbursable (CR)), yet the government notes (Q&A, Question 18) that the contractor is to "submit travel costs on their monthly invoices within 30 days of travel". In addition, the government removed the plug-numbers for this estimated cost in the pricing template, but did not change

Section 2.1 of the original RFP which states: “2.1. Travel. Travel is anticipated during the performance of this requirement. These costs cannot be accurately forecasted at this time and are therefore awarded on a cost reimbursable basis and may be partially funded as indicated on the award document. All requests for travel must be approved by the COR and Contracting Officer prior to incurring costs. Travel will be reimbursed to the extent allowable pursuant to FAR Subpart 31.205-46”. In addition to the above, we kindly request your response to the following questions:

(a)ANSWER: Travel is required for this contract. See Conformed/Revised RFQ

(b)QUESTION Is the Offeror required to estimate and propose travel costs? If so, to what CLIN?

ANSWER: See the conformed/revised RFQ. CLIN 0002 has been reinstated and an estimated amount has been populated which is to be used for bid purposes.

(c)QUESTION If the Offeror is required to estimate and price travel costs, please provide trip estimates (number of trips, length of stay, location of stay, etc).

(d)QUESTION How will estimated travel costs be evaluated?

ANSWER: See the conformed/revised RFQ.

7. Paragraph 10 of Amendment 1 removes DFAR 252.225-7995 from the solicitation. There are numerous items in that clause which address in-country processing, emergency medical support, security requirements, personnel tracking (SPOT), and base access.

(a)QUESTION: Why is this provision not applicable to the work performed under the resulting contract?

ANSWER: DFARS Clause 252.225-7995 has been added to the RFQ.

(b).QUESTION By deleting this clause, is the government also removing all government provided support such as emergency medical, and security?

ANSWER: The RFP and future contract requires the incorporation of DFARS 252.225-7995, Contractor Personnel Performing in the United States Central Command Area of Responsibility (DEVIATION 2015-O0009)(JAN 2015). The Synchronized Pre-deployment and Operational Tracker (SPOT) was implemented as a federal government database for the tracking and accountability of contractor personnel and equipment during contingencies. Upon becoming an employee under the ESSM contract, the Contractor will be required to enter into SPOT and continue to use SPOT to maintain accurate, up-to-date information throughout the employment in the AOR

(Saudi Arabia). In accordance with DoD Business Rules for SPOT, dated 2/25/2016, SPOT applies to Foreign Military Sales (FMS) contractors because they meet the DFARS requirements and COCOM guidance for use of SPOT. Under the ESSM contract, the FMS Contractors will not need a Letter of Authorization and will not be receiving U.S. authorized government services (AGS). However, the FMS Contractors will receive a Controlled Access Card (CAC)/ID Card and will need to be deployed in SPOT.

(c)QUESTION As the requirement for SPOT generated LOAs has also been removed, please clarify how base access will be handled in country?

ANSWER: DFARS Clause 252.225-7995 has been added to the RFQ. The contractors will be supplied a sponsor for a Common Access Card (CAC). This is the only requirement for base access to Eskan Village. See above.

(d)QUESTION Please confirm that in-processing through a CONUS Replacement Center (CRC) is not required for contractor employees deploying on this contract.

ANSWER: See above

(e)QUESTION It is recommended that rather than removing the clause in its entirety, the government provide specific pricing direction regarding the handling of overtime and holiday pay – so all bidders are on a level playing field and the government is able to compare like costs and are provided some assurance that the contractor understands and complies with the in-country labor laws.

ANSWER: DFARS Clause 252.225-7995 delineates SPOT Access. Holidays are specified in the OASIS IDIQ contract.

8. QUESTION Re: secure housing at Taif and Khamis? We respectfully request that this information be provided as soon as possible.

ANSWER: The current contractors are utilizing the Al Gaim Housing Compound in Taif, KSA for housing.

9. There is a discrepancy in the amount of the Contract Access Fee (CAF) in the RFP. The note with an asterisk on page 5 of the RFP states, "The total CAF Percentage for this task order is: .1% - Per OASIS Ordering Guide dated 9/14/2015, any task order placed by GSA Assisted Acquisition Services (AAS) shall have a reduced fee of .1%". In other words, the CAF is 1/10 of one percent or .001.

RFP Attachment 1 Pricing Tables (Base and Option 1 – 4 worksheets) include the formula “=ROUND(F16*0.01,2)” for CAF in Cell F18. In the formula, the CAF equals one percent.

QUESTION: What is the correct CAF for this contract?

ANSWER: Per OASIS Ordering Guide dated 9/14/2015, any task order placed by GSA Assisted Acquisition Services (AAS) shall have a reduced fee of .1%”. The worksheet formula has been corrected.

Attachment 1
ID01150103
PRICING TABLES

Hanscom AFB HBUA					
CLIN 1001 (Labor)	Description	Hours	Hourly Rate		Total
1001a		0	\$0.00	\$0.00	\$10.00
1001b		0	\$0.00	\$0.00	\$10.00
1001c		0	\$0.00	\$0.00	\$10.00
1001d		0	\$0.00	\$0.00	\$10.00
Total CLIN 1001 Firm Fixed Price					\$0.00
CLIN 1002	Travel		Total Not to Exceed Ceiling		66,116
CLIN 1003	Ancillary Support		Total Not to Exceed Ceiling		\$0.00
CLIN 1004	Data Not Separately Priced (NSP)		Total Not to Exceed Ceiling		\$0.00
					\$0.00
	TOTAL CLINS 1001 - 1004				\$66,116.00
CLIN 1005	CAF FEE				\$66.12
Total Option 1 Price					\$66,182.12

The data contained within this spreadsheet is an example only.

Attachment 1
ID01150103
PRICING TABLES

Hanscom AFB HBUA					
CLIN 2001 (Labor)	Description	Hours	Hourly Rate		Total
2001a		0	\$0.00	\$0.00	\$0.00
2001b		0	\$0.00	\$0.00	\$0.00
2001c		0	\$0.00	\$0.00	\$0.00
2001d		0	\$0.00	\$0.00	\$0.00
Total CLIN 2001 Firm Fixed Price					\$0.00
					\$0.00
CLIN 2002	Travel		Total Not to Exceed Ceiling		73,570
CLIN 2003	Ancillary Support		Total Not to Exceed Ceiling		\$0.00
CLIN 2004	Data Not Separately Priced (NSP)		Total Not to Exceed Ceiling		\$0.00
	TOTAL CLINS 2001 - 2004				\$73,570.00
CLIN 2005	CAF FEE				\$73.57
Total Option 2 Price					\$73,643.57

The data contained within this spreadsheet is an example only.

Attachment 1
ID01150103
PRICING TABLES

Hanscom AFB HBUA					
CLIN 3001 (Labor)	Description	Hours	Hourly Rate		Total
3001a		0	\$0.00	\$0.00	\$0.00
3001b		0	\$0.00	\$0.00	\$0.00
3001c		0	\$0.00	\$0.00	\$0.00
3001d		0	\$0.00	\$0.00	\$0.00
Total CLIN 3001 Firm Fixed Price					\$0.00
CLIN 3002	Travel		Total Not to Exceed Ceiling		87,548
CLIN 3003	Ancillary Support		Total Not to Exceed Ceiling		\$0.00
CLIN 3004	Data Not Separately Priced (NSP)		Total Not to Exceed Ceiling		\$0.00
					\$0.00
	TOTAL CLINS 3001 - 3004				\$87,548.00
CLIN 3005	CAF FEE				\$87.55
Total Option 3 Price					\$87,635.55

The data contained within this spreadsheet is an example only.

Attachment 1
ID01150103
PRICING TABLES

Hanscom AFB HBUA					
CLIN 4001 (Labor)	Description	Hours	Hourly Rate		Total
4001a		0	\$0.00	\$0.00	\$0.00
4001b		0	\$0.00	\$0.00	\$0.00
4001c		0	\$0.00	\$0.00	\$0.00
4001d		0	\$0.00	\$0.00	\$0.00
Total CLIN 4001 Firm Fixed Price					\$0.00
CLIN 4002	Travel		Total Not to Exceed Ceiling		102,521
CLIN 4003	Ancillary Support		Total Not to Exceed Ceiling		\$0.00
CLIN 4004	Data Not Separately Priced (NSP)		Total Not to Exceed Ceiling		\$0.00
					\$0.00
	TOTAL CLINS 4001 - 4004				\$102,521.00
CLIN 4005	CAF FEE				\$102.52
Total Option 4 Price					\$102,623.52

The data contained within this spreadsheet is an example only.